

INMATE INFORMATION HANDBOOK

FCI ALLENWOOD

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**INMATE INFORMATION HANDBOOK
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INTRODUCTION

The purpose of this handbook is to provide you with general information regarding the Bureau, programs, the institution, and the rules and regulations that are encountered during confinement. This handbook is not a specific guide to the detailed policies of the Bureau (which is subject to change) or all procedures in effect at FCI Allenwood. That information will be made available during the Admission and Orientation Program. The material in this handbook will help you understand what you will be encountering when you enter prison, and help you with adjustment to institution life.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION

For the first week or two of your stay at FCI Allenwood, you will be initially assigned to the Admissions and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will hear lectures from Department Heads regarding their specific programs and departments.

CLASSIFICATION TEAMS (UNIT TEAM)

FCI Allenwood is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff Offices are located in the units so staff can be accessible. The Unit Staff includes one Unit Manager, two Case Managers, two Correctional Counselors, and one Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered to be members of the Unit Team, in accordance with the functional Unit Management concept.

You will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest, while at the institution, are most appropriately handled with the Unit Team. Unit Teams are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and obtaining goals while in prison. Ordinarily, a member of the Unit Team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the day on weekends and Federal Holidays. The Unit Team usually schedules their working hours in such a manner that one of them will be available at times when inmates are not working.

GENERAL FUNCTIONS OF UNIT STAFF

UNIT MANAGER: The Unit Manager is the Supervisor of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the Chairperson of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee (UDC).

CASE MANAGER: The Case Manager is responsible for all casework services and prepares classification material, Progress Reports, release plans, correspondence, and other material relating to your commitment. He/She is accountable to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist Department Head who provides technical assistance to the Unit Team in Case Management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between you, the administration and the community. The Case Manager is a member of the UDC.

CORRECTIONAL COUNSELOR: The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties or concerns, and plans for the future. He/She plays a leading role in all segments of unit programs and is a voting member of the Unit Team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Correctional

Counselor provides leadership and guidance to other staff in the unit. The Correctional Counselor is a member of the UDC.

UNIT SECRETARY: The Unit Secretary performs clerical and administrative duties for the Unit Team.

UNIT OFFICER: The Unit Officers, in conjunction with the Unit Team, have a direct responsibility for the day-to-day supervision of inmates and the enforcement of the rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in the unit and are encouraged to establish professional relationships with them. Unit Officers will be jointly supervised by the Unit Manager and the Captain during his/her unit assignment. Unit Officers will provide input relative to an inmate's conduct while in the unit and his compliance with sanitation standards.

COMMUNICATION: Normally, there is a Unit Team member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to you. Unit Managers utilize Town Hall Meetings at their discretion to improve communication.

PROGRAM REVIEWS: A Program Review for inmates will be held every 90 days for those inmates who are within one year of release and every 180 days for inmates who have release dates in excess of one year. These are conducted by the Unit Team to review programs, measurable goals, work assignments, transfers, custody, institutional adjustment, concerns and individual needs, etc.

TOWN HALL MEETINGS: Town Hall Meetings will be held periodically in each unit. These meetings are held to make announcements on current issues and to inform the inmate population of changes in policies and procedures. You are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole; rather than personal questions or problems. Personal problems will be resolved by the Unit Team during their regular working hours which are posted in each unit. An "Open Door" policy is in effect at these times.

TEAM PARTICIPATION IN PAROLE HEARINGS: If you are eligible for Parole, the Case Manager will prepare a Progress Report, with input from the Unit Team, and complete other information in your Central File for presentation to the United States Parole Commission or other appropriate agencies. Your Case Manager will normally be present at your Parole Hearing. The Case Manager's function at the hearing is to assist the Parole Examiners.

TREATY TRANSFERS FOR NON-UNITED STATES INMATES: If you are not a United States Citizen, you may be eligible for a transfer to your native country to serve the remainder of your sentence. This is only possible for inmates whose country has entered in a formal prisoner exchange treaty with the United States. The Case Manager is the source of information about these transfers and can tell you if you are eligible.

Institution Daily Schedule

Monday - Friday Schedule

12:01 a.m.: Count
3:00 a.m.: Count
4:30 a.m.: AM Food Service Workers to Food Service
5:00 a.m.: Count
6:15 a.m.: Main line open for A-side Housing Units
Laundry Open House/Pill Line Open
6:15 a.m.: Sick Call on Monday, Wednesday, Thursday and Friday for UNICOR,
Facilities, and Laundry inmates
Pill Line Closed
6:45 a.m.: Main line for B-side Housing Units
7:15 a.m.: UNICOR/Facilities Work Call
7:15 a.m.: Mainline Secured
7:00 a.m.: Sick Call Closed
7:30 a.m.: General Work Call/Laundry Closed
8:30 a.m.: AM Census Begins
Activities Movement (upon clearing of AM Census)
9:30 a.m.: Activities Movement
10:00 a.m.: Activities movement
10:20 a.m.: Main line open
Recreation yard open to all inmates
11:00 a.m.: Pill Line Open (until 10 minutes after last unit called for
main line.)
11:30 a.m.: Facilities Work Call
12:00 p.m.: Main line secured/General Work Call (including Education)
Jumah Service Call (Friday Only)
12:30 p.m.: Activities Movement and PM Census Begins
1:30 p.m.: Activities Movement
2:40 p.m.: Activities Movement/UNICOR Work Recall
3:10 p.m.: Facilities Work Recall
Jumah Recall to Units (Friday only)
3:30 p.m.: Activities Recall to Units
Facilities Recall (Upon clearing of Tool Room)
Prescription Medication Pick-Up
4:00 p.m.: Stand-Up Count
4:45 p.m.: Recreation move
Diabetic Insulin Injection Only (after count clears)
4:50 p.m.: Evening Meal
5:00 p.m.: Insulin Line Closed
6:00 p.m.: Evening Meal Closed/Activities Movement
7:00 p.m.: Activities Movement
8:15 p.m.: Pill Line Open/Activities Recall
8:30 p.m.: Pill Line Closed and Units Secured
10:00 p.m.: Count
11:30 p.m.: Bakery Workers to Food Service

Note: Pass System is in Effect until 4:00 p.m.

Weekend Schedule (Saturday, Sunday, Holiday)

12:01 a.m.: Count
3:00 a.m.: Count
4:30 a.m.: AM Food Service workers to Food Service
5:00 a.m.: Count
7:00 a.m.: Coffee Hour
7:15 a.m.: Pill Line Open
6:30 a.m.: Pill Line Closed

7:00 a.m.: Coffee Hour Closed/Activities Movement
 7:30 a.m.: Activities Movement
 8:30 a.m.: Activities Movement
 9:30 a.m.: Activities Recall
 10:00 a.m.: Stand-Up Count
 10:30 a.m.: Brunch Meal Opens (After Count Clears)
 Pill Line Open
 11:00 a.m.: Pill Line Closed
 11:30 a.m.: Brunch Meal Closed/Activities Movement
 12:30 p.m.: Activities Movement
 1:30 p.m.: Activities Movement
 2:30 p.m.: Activities Movement
 3:30 p.m.: Activities Recall
 4:00 p.m.: Stand-Up Count
 4:45 p.m.: Recreation move/Diabetic Insulin Injection Only
 (after count clears)
 4:50 p.m.: Evening Meal
 5:00 p.m.: Insulin Line Closed
 6:00 p.m.: Evening Meal Closed/Activities Movement
 7:00 p.m.: Activities Movement
 8:15 p.m.: Activities Recall/Pill Line Open
 8:30 p.m.: Pill Line Closed and Units Secured
 10:00 p.m.: Count

Note: Pass System is not in effect.

All times are approximate and subject to change due to institutional need.

SANITATION: It is your responsibility to check your living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, or Correctional Counselor. You may be held financially liable for any damage to your personal living area.

You are responsible for making your bed before work call (7:30 a.m.) and before you leave your room on weekends and holidays. You are also responsible for sweeping, mopping, dusting, and removing trash daily to ensure your room is clean and sanitary.

Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. All personal property, with the exception of the following, must be stored in your locker: a clock, and one recognized religious book per inmate may be displayed on the desk or locker top.

Additional information regarding sanitation and bed making expectations are posted on the bulletin boards.

PERSONAL PROPERTY LIMITS: Items which may be retained by an inmate are limited for sanitation and security reasons. Also, limitations ensure that excess personal property does not constitute a fire hazard or impair staff searches of the living areas. The following items may be in your possession:

PERSONAL PROPERTY ITEMS PERMITTED IN GENERAL POPULATION

W = White
G = Grey
B = Black
BW = Combination
C = Commissary Only

CLOTHING:

Bathrobe, W, G (no hoods C (1)
Cap, Baseball, W, G (no logos) C (1)
Shoes, Athletic, W, B, BW (\$100 value/no pumps/no pockets) C (1 pr)
Shoes, Specialty, W, B, BW (\$100 value/no pumps/no pockets) court, turf, running shoe C
Shoes, Casual C(1 pr)
Shoes, Shower, W, G, C (1 pr)
Shoes, Slippers (colorless) C (1 pr)
Shoes, Work C
Shorts, Gym, W, G, C (2)
Socks, Tube, W, C (5)
Sweatshirt, G, C (pullover/no hoods/cotton) (2) (no logos)
Sweat pants, G, C (cotton) (2) (no logos)
T-Shirts/Sleeveless Undershirts, W, G, C (no pockets/no logos) (5)
Underwear, W (boxers or briefs) C (7)
Handkerchief, (white only), (5)

PERSONALLY OWNED ITEMS:

Address Book C (1)
Alarm Clock (non-electric) C (1)
Bag, Athletic Tote C (1)
Batteries C (4) (excludes batteries actually being used in equipment)
Books (hard/soft) (5)
Book/Reading Light C (1)
Bowl (plastic/24 oz or less) C (1)
Calculator, Small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) C (1)
Calendar, Small (1)
Comb/Pick (plastic) C (2)
Combination Lock C (1)
Shaving Bag C (1)
Cup (plastic) C (1)
Dentures (1 set)
Earplugs C (1 set)
Envelopes C (1 box)
Eyeglasses (2 pair)
Eyeglass Case (2)
Hairbrush C (1)
Hangers (plastic) C (5)
Headphones C (1)
Jug (plastic/1 gal) C (1)
Laundry Bag (mesh) C (1)
Letters (25)
Magazines (3)
Mirror (small/plastic) C (1)
Newspapers (3)

PERSONALLY OWNED ITEMS (Con't):

Pen, Ballpoint C (2)
Pencils C (2)
Photo Album/Scrapbook C (1)
Photos (single-faced) (25) (loose photos)
Picture Frame (clear plastic) C (2)
Plastic Flatware C
Playing Cards C (2 decks)
Radio w/earplugs (walkman-type) C (1)
Spoon and Fork (plastic) C
Stamps C (total value equivalent to 60 1st Class stamps)
Sunglasses (non-reflective) C (1)
Thermos (plastic liner) C (1)
Towel (white/large) C (1)
Wallet (small) C (1)
Watch (\$100 maximum value, electronically unsophisticated, i.e. inability to send signals) C (1)
Watchband C (1)
Wedding Band (no stones/white/yellow metal) (1)
Writing Tablet C (2)

HYGIENE ITEMS:

Dental Floss and/or Pick (unwaxed) C (1 container)
Denture Adhesive C (1)
Denture Brush C (1)
Denture Cleaner/Powder C (1)
Denture Cup C (1)
Deodorant C (2)
Lens Cloth C (1)
Nail Clippers (no file) C (1)
Razor, Disposable C (1)
Scissors, Mustache (blunt tip) C (1)
Sewing Kit C (1)
Soap, Bar C (2) (unopened), (opened) C (1)
Soap Dish C (1)
Toothbrush C (1)
Toothbrush Holder C (1)
Toothpaste C (2 tubes)
Tweezers (blunt tip) C (1)

RECREATIONAL ITEMS:

Athletic Supporter C (2)
Eye Protection C (1)
Eyeglass Strap (1)
Gloves (fingerless/athletic) C (1)
Gloves (handball) C (2)
Harmonica C (1)
Headbands/Sweatbands (white) C (2)
Knee Wraps C (2)
Knitting/Crochet Needles C (4)
Plastic Mouthpiece (1)
Racquetballs (2 cans of 2) C (4)
Softball Gloves C (1)
Tennis Balls (can of 3) C (1)
Tools for Bead Work C (1)
Weight lifting Belt C (1)
Weight lifting Gloves C (1)
Weight lifting Wraps C (2)
Yarn (12 skeins) C
Yarn, Embroidery, Hoops/Needles C (1 set)

APPROVED RELIGIOUS ITEMS:

Medal or Medallion w/necklace, religious C (1)
Headgear, religious, C (3)
Phylactery C (1)
Pipe
Prayer Beads
Prayer Oil
Prayer Rugs
Prayer Shawl C (1)
Religious Study Material
Robe, W (1)
Scriptures
Small Religious Picture no larger than 3" x 5" C (1)

MEDICAL DEVICES: (need HSA approval)

Braces
Dentures
Eyeglasses
Hearing Aids

OTHER ITEMS:

Chocolate (instant)C (10 packets)
Coffee (instant/jar/container, unopened) C (1), (unopened) C (1)
Coffeemate (jar/container, unopened) C (1), (opened)C (1)
Tea (instant/jar/container, unopened) C (1)

Nonperishable commissary items sealed in unopened, original containers may also be transported or shipped.

STORAGE SPACE: Storage space will be limited to one locker per inmate. Locks may be purchased in the institution Commissary. All Inmate Personal Property will be stored in the inmate's locker. Shoes must be stored under the bed. No other items are authorized to be stored under the bed. Inmates will not accumulate materials that pose a fire, sanitation, safety, or security hazard.

CLOTHING: Civilian clothing of any type, except athletic apparel, is not authorized at FCI Allenwood. Altered institution clothing is contraband. Altered clothing will be confiscated and an Incident Report written. An inmate possessing altered institution clothing may be required by the Discipline Hearing Officer (DHO) to reimburse the government for the cost of the altered clothing.

SPECIAL PURCHASE ITEMS: Special purchase items will be authorized provided they can be stored in your storage area.

LEGAL MATERIALS: You are allowed to maintain legal materials and supplies; however, these materials should be stored with your personal property in your locker. Legal material which does not fit in the personal locker requires written approval from the Unit Manager after consultation with the institution Attorney.

IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT: Contraband includes Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons:

The Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. §1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. §119 established a criminal offense for making publicly available "restricted personal information" about a "covered individual" with the intent to threaten, intimidate, or incite a crime of violence against such persons, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are covered by the Act. When this Act was first enacted, a notice was posted to the inmate population. Additional implementation is required to deter criminal violations of these statutes. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

All inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found to be in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline and your case may be referred for possible prosecution. You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

HOBBY CRAFT MATERIALS: Hobby craft supplies will normally be obtained through the Commissary. Completed hobby craft items must be mailed out of the institution upon completion and according to the recreation mail-out date and time at the inmate's expense. All hobby craft participants must be registered to use the authorized mailing procedures facilitated through recreation only.

COMMISSARY ITEMS: The total value of accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation (\$290.00).

FOOD STORAGE: Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Inmates must dispose of any spoiled food items.

CORRESPONDENCE AND READING MATERIALS: Inmates may possess up to three newspapers, five soft or hardback books, and three magazines. This includes religious, legal, and educational subjects. Current correspondence and Education Department materials may also be present. The inmate must have a memorandum from the Education Department certifying the need for these materials

and stating the period of time they will be in his possession. All items will be maintained in the inmate's locker. Nothing is to be tacked, stapled, or taped to any wall surface.

SPORTS AND MUSICAL EQUIPMENT: A softball glove, batting glove, and weight lifting belt may be maintained in the housing unit. One (1) mouthpiece, and a musical instrument may be purchased and maintained in the inmate's possession.

RADIOS AND WATCHES: An inmate may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership through appropriate property receipts will be required. Radios and watches may not have a value exceeding \$100. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's Register Number. Only walkman-type radios are permitted, and headphones are required at all times. You may not give any items of value to another inmate.

JEWELRY: Inmates may possess one religious medallion with a value of less than \$100. Necklaces without medallions are not permitted. Earrings are prohibited. Only wedding bands without stones are permitted.

UNIFORM REGULATIONS: Inmates must wear the institution issued uniform while at their assigned work detail or participating in a program. The uniform consists of khaki pants, a khaki shirt, and institution issued safety toed shoes. The uniform will be properly worn during the work day (pants closed, belts buckled, shirt buttoned, and shirt tails tucked in). Exceptions to the safety shoe requirement must be approved by medical staff.

Inmates are also required to wear their uniform to Education and Drug Programming Classes. Tennis shoes may be worn during Education and Drug Programming Classes. Personal athletic clothing can be worn to the recreation yard, gymnasium, hobby craft area, and leisure time activity areas during off duty hours. *ALL CLOTHING WORN INTO THE DINING ROOM, INSTITUTIONAL OR PERSONAL, MUST BE CLEAN AND NON-REVEALING (No Jogging Shorts).*

During the inmate work week, (7:30 a.m. - 4:00 p.m., Monday through Friday), all inmates, regardless of duty status, are required to wear their uniform in Food Service for the breakfast and lunch meals. Khaki shirts must be tucked in at all times. Inmates may wear tennis shoes while eating in Food Service. Shower shoes, or open-toed shoes are not authorized in Food Service unless authorized, in writing, by Medical Staff.

Personal athletic clothing may be worn in Food Service during the evening meal and during all meals on weekends and holidays. Tank tops will not be authorized in Food Service at any time. Baseball caps, homemade skull caps, etc., will not be worn in Food Service at any time. Approved religious headgear may be worn in Food Service. The Chaplain will make all determinations regarding authorized religious headgear.

UNIT RULES & REGULATIONS: Unit Officers in conjunction with Unit Team, will inspect rooms daily.

1. Correctional Counselors assign inmate cell assignments and job details. They coordinate all room changes. Job changes will be posted on the television monitor located in the housing unit.
2. Inmates may possess only authorized items in their cell. Each inmate is responsible for his cell. Excess, altered, or unauthorized items will be considered contraband, and will be confiscated. Disciplinary Action will follow. Additionally, food items not purchased through the commissary will be considered contraband and confiscated.
3. Unit orderlies and medically unassigned inmates are not allowed to leave the unit for recreation during the inmate work day.
4. Inmates are responsible for familiarizing themselves with the Institution Prohibited Acts and their responsibilities as outlined in the Inmate Information Handbook.

5. Each inmate is responsible for familiarizing himself with the fire exits located throughout the unit. Failure to evacuate the unit during a fire alarm will result in disciplinary action.
6. Inmates' personal living areas are subject to sanitation inspections daily beginning at 7:30 a.m.
 - A. Each room should be inspected ready by 7:30 a.m., Monday through Friday. Cells should be cleaned on a daily basis. Each bed should be made neatly in a military style manner with extra blankets folded at the foot of the bed. Inmates assigned to the late shift in Food Service are expected to make their bed but are permitted to sleep on top of the made bed under the extra blanket.
 - B. Toilets, floors, mirrors, and sinks will be kept clean.
 - C. Windows will be cleaned daily. **No personal property items will be stored on the window sill.** At no time will anything be permitted to obstruct the window on the door of the cell. Lights and vents in the cells may not be covered or blocked at any time.
 - D. All clothing articles will be neatly stored in the locker or hanging on the coat rack. Shoes will be placed neatly on the floor beneath the bed. Clothes lines are not authorized. Institution blankets may not be used as a rug in the cell.
 - E. The laundry bags may be hung from the coat rack. Only two bags per inmate are authorized. A washcloth and towel may be hung from the railing at the foot of each bed.
 - F. Religious Prayer Rugs will be folded neatly and stored inside the locker or on top of the second blanket at the foot of the bed.
 - G. A Religious Medallion may be hung from the bed post (i.e. Cross, Rosary).
 - H. Wood and cardboard boxes are not permitted. Approved containers may be utilized only for legal materials under each bed. Trash bags are not to be utilized for this purpose. A signed Memorandum from the Unit Manager must be attached to the tops of each container. No personal items may be stored in these containers.
 - I. Writing graffiti on the walls, ceilings, floors, lockers, beds, chairs, or desks is prohibited.
 - J. No cleaning supplies or equipment will be retained in the inmate rooms.
 - K. All photos will remain inside the locker in an album or on the inside locker door. No pornography will be displayed inside the cell.

NOTHING WILL BE ATTACHED TO THE CELL WALLS OR OUTSIDE OF THE LOCKER.

- L. Only one locker per inmate is authorized. Locker tops and tables need to be clean and free of excessive items. Authorized items which may remain on top are an alarm clock, bible or religious reading material. No items are to be placed in vacant lockers. Any items found in a vacant locker will be considered contraband and will be confiscated.
 - M. Books, magazines, and newspapers will be kept in the locker.
 - N. Growing of plants of any kind is prohibited in inmate cells.
 - O. Trash cans should be emptied and cleaned on a daily basis.
7. Inmates will not be permitted to take personal property items to work and/or program sites.
8. Only walkman-type radios will be authorized and headphones must be used at

all times. All radios will be marked with the inmate's Register Number. Radios will not be allowed on work details, including work details within the unit.

9. No sign-up lists or notices will be posted on bulletin board without the Unit Manager's approval.
10. Footwear (shoes, shower shoes, or tennis shoes), pants or gym shorts, will be worn at all times when outside of the assigned room. A shirt must be worn at all times. **NO** white tank tops are authorized to be worn in the unit.
11. Hats, with the exception of Religious Headgear, will be removed when entering any building.
12. There will be no visiting allowed between the units. Any inmate who enters another unit will be considered out of bounds and will be subject to disciplinary action.
13. No more than three inmates will be allowed in a room and the door will remain open when visitor(s) are in a room.
14. Count - There will be no talking, movement, radio playing, etc., during count. Inmates will be required to stand in their cell for the 4:00 p.m. count and all special counts. Cell doors will be secured for all counts.
15. All lights will be turned off when a room is unoccupied.
16. Quiet Hours - The hours of 10:00 p.m. until 6:00 a.m. are designated as quiet hours.
17. Lockdown - The unit will be secured at 9:45 p.m. for the 10:00 p.m. count.
18. Card playing is permissible in the open common areas of the unit and only on the card tables. Cards and other table games may be checked out from the Unit Officer using the inmate's Commissary Card.
19. Unit television viewing will be permitted when inmate cell doors are open and unsecured.
20. Washers and Dryers - Washers and dryers are provided in each unit for the inmates to launder personal clothing items. These are used on a first come, first serve basis. Inmates are encouraged to consolidate clothing. **NO** institutional clothing will be washed in the unit washing machines. The washers and dryers will be available for daily use between 6:00 a.m. and 9:45 p.m.
21. Telephone Usage - Telephones are located in all of the units. Calls will be made using the Inmate Telephone System (ITS). The telephone area will be accessible daily.
 - A. Telephone calls will be permitted on a first come, first serve basis.
 - B. All calls are subject to monitoring and recording with the exception of non-monitored legal calls. To receive a non-monitored legal call, the inmate must make arrangements with the Correctional Counselor.
 - C. Three-way telephone calls are strictly prohibited.
 - D. The sharing of PAC Numbers, or the making or paying for calls for another inmate, is prohibited.
22. Mail - Mail call will be conducted by the Unit Officer after the 4:00 p.m. count has cleared. Legal Mail will be distributed by the Unit Team (ordinarily the Correctional Counselor). Outgoing general correspondence will not be sealed by the inmates. Staff will inspect and seal all outgoing inmate correspondence with the exception of authorized Legal/Special Mail. Inmates will seal Legal/Special Mail and deliver it to the institution Mail Room Monday through Friday between 10:45 a.m. and 11:30 a.m.

23. Hygiene - The inmates are responsible for maintaining acceptable standards of personal hygiene. There will be no hair cutting or barbering permitted in the unit or other areas of the institution, except the barber shop. Toilet tissue is issued in the unit every other Friday. Tooth paste, tooth brushes, combs, razors, and soap are issued by the institution laundry on Wednesday mornings at 6:00 a.m. until work call.
24. Inmates that are excused from their work detail and sent back to the unit must report to the Unit Officer for accountability immediately upon arrival to the unit.
25. Sunglasses are not authorized to be worn inside any building with the exception of those approved by Health Services.

DURESS ALARMS: Each cell is equipped with a duress alarm button. This alarm is to be used exclusively for emergencies (to report medical problems, fire, etc.). Misuse or unwarranted use of the duress alarm interferes with the Unit Officers' performance of their duties. Such action will result in disciplinary action.

CLOTHING EXCHANGE & LAUNDRY: All issued clothing, linens, towels, etc., can be exchanged on a one-for-one basis at the laundry. The exchange will be made at the discretion of the laundry staff. In order to be exchanged, the article or articles must be worn or no longer serviceable.

The inmate laundry is open from 6:00 a.m. to 7:30 a.m., Monday through Friday for Open House. During this time, inmates are offered the opportunity to drop off their laundry items at the institution laundry for laundering. The laundered clothing may be picked up the following work day during the same time period. Institution laundry may be washed each day during the week if necessary.

You must place your dirty laundry in your issued white laundry bag. If you wish to have your white clothing bleached, you must separate your laundry and put only white clothing in the bag.

Inmates may only wash personal clothing in the washers and dryers located in the housing units. Inmates that need to wash winter coats or blankets must place these items in their laundry bag and bring it to the institutional laundry. DO NOT WASH BLANKETS OR WINTER COATS IN THE WASHERS LOCATED IN THE UNITS.

COMMISSARY: Monies received for an inmate will be placed into the inmate's Trust Fund Account. This money may be used for purchasing approved sale items in the institution commissary, sent home for family support, or other approved purposes. You are not permitted to carry change or currency. Accumulated institutional earnings and monies from outside are given to you upon release. FCI Allenwood uses a Point-of-Sale Computerized Commissary Withdrawal System which simplifies purchasing and gives you an improved, up-to-date record of all account activity. The commissary shopping schedule is based on the units. The shopping days are rotated quarterly.

Below is an example of how the rotation works:

<u>1st Qtr.</u>		<u>2nd Qtr.</u>	
Unit 1	Monday	Unit 2	Monday
Unit 2	Tuesday	Unit 3	Tuesday
Unit 3	Wednesday	Unit 4	Wednesday
Unit 4	Thursday	Unit 1	Thursday
SHU	Wednesday	SHU	Wednesday

It is your responsibility to know the amount of money available in your commissary account, before attempting to purchase commissary items and when

Inmate Financial Responsibility Payments (IFRP) are due. Account balances should be maintained by the inmate by use of his prior sales receipt. Account balances may be checked using TRULINCS.

Commissary sales will be conducted during the noon meal and after the 4:00 p.m. count clears, Monday through Thursday of each week. Special Purchase Order (SPO) sales will be sold during your designated day.

Borrowing commissary items from another inmate is not allowed. Special purchase items such as tennis shoes, approved recreation equipment, and approved hobby craft items require a completed form approved by the Supervisor of Recreation or the affected Department Head.

SPENDING LIMITATIONS: The current spending limitation has been established at \$290.00 per month for regular sales items. The only items exempted from the monthly spending limit is postage stamps. Once a month, your account is "validated." The spending period begins with validation. The last digit of the first five of your register number determines your validation date. The following is the table you would use:

Ending Number	Validation Date
0	1st
1	4th
2	7th
3	10th
4	13th
5	16th
6	19th
7	22nd
8	25th
9	28th

DEPOSITS TO ACCOUNTS: Deposits to your Commissary Account from outside sources must be made through the Lock Box. Only inmate funds are processed at the Lock Box location listed below. Therefore, correspondence other than inmate funds will be rejected.

Deposits must be made in the form of U.S. Postal Money Orders, U.S. Treasury Check, or State Government Check. The check or money order must be made out in the inmate's Committed Name and inmate's Register Number. The money will be credited to your account within 24 hours of receipt. All domestic checks will be held at least 15 days before being posted to your account. All non-domestic or foreign checks will be held for 30 days before being posted to your account.

Federal Bureau of Prisons
Inmate Committed Name
Registration Number
P.O. Box 474701
Des Moines, IA 50947-0001

COMMISSARY FUND WITHDRAWALS: A Request of Withdrawal of Personal Fund Form (BP-199) is available to withdraw funds from your Commissary Account on TRULINCS. Unit Managers can approve withdrawals from the account to send funds to dependents or other family members, or for the purchase of flowers, payment of telegraph and postage costs, and purchase of special release clothing. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, and the purchase of legal books. Only the Associate Warden of Programs can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education or the Supervisor of Recreation. The Chaplain may approve withdrawals for religious items and activities.

TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS) - ELECTRONIC MESSAGING

Inmates at FCI Allenwood may be approved for access to the electronic messaging system (TRULINCS). Inmates who elect to participate in the program will pay all required program fees, and consent to the Bureau withdrawing all required fees directly from the inmate's Deposit Fund account.

CONTACT LISTS: Inmates must submit a completed Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BP-A0934.052) through your Correctional Counselor to be eligible to utilize TRULINCS. Services offered in TRULINCS are: public messaging, viewing/printing account transactions, BP-199 withdrawals, list management for phone, e-mail and postal addresses, Electronic Law Library as well as print services. Inmates may print 10 labels per day at no charge. An inmate's contact list may have up to 100 contacts inclusive of 30 email addresses, 30 telephone numbers and 40 mailing addresses. Inmates who add attorney(s) on the email contact list do so with the understanding that all messages sent via TRULINCS are subject to monitoring.

Inmates who have transferred in from another Bureau of Prisons institution will have TRULINCS access generally within a day, as their funds and TRULINCS list transfer with them.

ACCESS: Access to TRULINCS is provided by terminals located in the unit and is available during the hours of operation which are 6:00 A.M. to 10:00 P.M. seven days per week, inclusive of holidays. Inmates may purchase TRULINCS Session time at the rate of 5 cents per unit (TRU-Units). Messaging is billed as one TRU-Unit per minute of session time. Inmates may purchase 40, 100, 200, 300, and 600 TRU-Units at once, which is immediately deducted from their commissary account. Printing is billed as three TRU-Units per page (15 cents). Messages may not exceed 13,000 characters in length. TRULINCS is unavailable to inmates whose account balance is less than the cost of the minimum increment of minutes.

PROGRAM PARTICIPATION: Participation in TRULINCS is contingent upon voluntary consent to having all incoming and outgoing electronic messages, transactional data and other activities monitored and retained by Bureau staff. This consent must be documented on the Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BP-0934). In the event the TRULINCS program privilege is abused, access may be limited or denied and will be subject to disciplinary action and/or criminal prosecution. Electronic messages which would jeopardize the safety, security, orderly operation of the institution or the protection of the public and staff may be rejected and/or blocked.

RESTRICTIONS: Inmates on any type of restriction (phone, commissary, messaging, visiting) from another institution will continue to be on restriction at this institution for the duration of the sanction or until transferred.

MISCELLANEOUS INFORMATION: Each inmate will be required to key their register number, PAC number, and TRUFACS pin number to enter the system.

Inmate messaging will be limited to 13,000 characters. Inmates will not have access to the Internet nor will they be able to receive pictures of any other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour. Inmates are limited to a 30 minute session for messaging and a 30 minute period between sessions. Inmates will be billed as one TRU-Unit (or \$.05) per minute for messaging.

When an inmate enters an e-mail address on their contact list, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject e-mail contact with the inmate prior receiving any messages from the inmates. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects

TRULINCS participation, the inmate is blocked from sending any messages to that e-mail address.

Deposits: In order to utilize the program, it is necessary for inmates to purchase TRULINCS Units. Once an inmate does so, this money can only be transferred back to his commissary account under these circumstances: 1) Release from Bureau custody; 2) An inmate on messaging restriction for more than 30 days requests in writing that his TRULINCS balance be returned to his commissary account. This is a one-time transaction for the entire balance. 3) A rare or unusual circumstance deemed appropriate by the Warden with approval provided in writing. This is a one-time transaction for the entire balance.

Usage: TRULINCS stations are located in each housing unit, with 4 stations per side at the LSCI/FCI and 5 per side at the USP. Each inmate will be allowed a maximum TRULINCS session of 30 minutes for messaging and 120 minutes for the Electronic Law Library access in the Education Departments. An automatic logout will occur after those time periods have been reached.

- (1) Inmates will wait 30 minutes between TRULINCS sessions. Inmate use is conducted on a first come first serve basis.
- (2) Only one inmate will be permitted on a workstation at any one time. Inmates will not be permitted to congregate near the TRULINCS area unless they are engaged in a session. The use of another inmate's email/contact list is prohibited.
- (3) A banner notifying the participant of consent appears on the screen to remind the inmate of their voluntary use of the system acknowledging the Bureau has full access to all content. In a likewise manner, all outside recipients of messaging are informed that by being active on the contact list, they are consenting to Bureau monitoring and compliance to program rules and procedures.
- (4) Inmates are responsible for their use of TRULINCS. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of his messaging mail.
- (5) The use of TRULINCS will not interfere with the institution's schedule, programs, work assignments, or count. When a count or census is conducted, all inmates using a workstation will terminate their sessions immediately. During institution emergencies, use of TRULINCS will be limited or terminated.
- (6) Inmates may access any correspondence sent or received within a 20 day time frame. Once a message is 20 days old, it is automatically purged from view by the system.
- (7) Inmates are not permitted to place contract staff, victims, witnesses, other persons connected with the inmate's criminal history, volunteers, or law enforcement officers on their contact list.

Legal: Attorneys, "special mail" recipients, or other legal contacts may be placed on an inmate's contact list with the acknowledgment that all exchanges with these individuals will be subject to monitoring.

Inmates in Special Housing Units: Inmates assigned to administrative detention or disciplinary segregation status will only have Law Library access on the system.

Classification & Public Safety Factor: An inmate's exclusion from program participation must be determined on an individual basis and not on a standardized history of past convictions. Nor does the existence of a PSF automatically exempt an inmate from electronic messaging. Each case should be reviewed for underlying conduct that would prohibit them from having TRULINCS access, such as protection of the public and/or staff, threat to security, or interferes with the safe, orderly operation of the institution.

- (1) Inmates determined unsuitable to have access to the program shall

receive a written explanation of the decision, unless such information poses a risk that could affect the inmate, institution or staff adversely.

Prohibited Acts/Suspensions: Violation of any of the rules regarding the use of TRULINCS is cause for disciplinary action and the possible revocation or restriction of messaging privileges imposed by the DHO or UDC. Correspondence concerning illegal activities, either inside or outside the institution, may lead to criminal prosecution and/or disciplinary action pursuant to the Inmate Discipline and Special Housing Unit Program Statement.

ELECTRONIC LAW LIBRARY: Inmates will have access to the electronic law library utilizing the TRULINCS system. Inmates are limited to a one hour session for this access with a 30 minute period between sessions.

PRINT SERVICES: Inmates will be permitted to utilize the TRULINCS system to print inmate account statements, TRUFONE lists, electronic law library information, e-mail messages, contact labels for outgoing mail, and processing the Request of Withdrawal of Personal Funds Form (BP-199). Inmates will be billed as three TRU-Units (or \$.15) per page.

SECURITY PROCEDURES

INMATE ACCOUNTABILITY: All inmates are accountable for being in their assigned areas or at a work site authorized by a work pass. You must be in an authorized area at all times.

You are expected to comply with the established controlled movement schedule. If you are found to be in an unauthorized area either prior to or subsequent to the move, you will be subject to disciplinary action.

You are advised to pay attention to those areas which are posted with "Out of Bounds" signs. If you are found within one of those areas, you will be subject to disciplinary action.

AS PART OF THE INMATE ACCOUNTABILITY PROCESS,
ALL INMATES MUST HAVE THEIR COMMISSARY CARD IN THEIR POSSESSION AT ALL TIMES.

COUNTS: It is necessary for staff to count inmates on a regular basis. The 4:00 p.m. count is a stand-up count.

When a count is announced, you must return to your room and remain there until it is announced the count is clear. Official counts will ordinarily be conducted at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. On weekends and holidays there will be a 10:00 a.m. stand-up count. Additional counts may be called by the Operations Lieutenant as warranted.

Staff may take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. You must actually be seen at all counts, even if you must be awakened.

WAKE-UP: General wake-up for inmates is 6:00 a.m. The unit is called to breakfast by the Lieutenant on the basis of a rotating schedule. The Unit Officer will announce breakfast when notified by the Lieutenant. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to leave the unit for work or program assignments.

LOCKDOWN: Lockdown (the locking of all cell doors) in the housing units is at 9:45 p.m.

CALL-OUTS: Call-outs are on a scheduling system for hospital, dental, education, team meetings, and other activities which are posted each day on the call-out television monitor. Call-outs are posted after 4:00 p.m. on the day preceding the appointment. It is **YOUR RESPONSIBILITY** to check for appointments on a daily basis. All scheduled appointments are to be kept.

PASS SYSTEM: During regular work hours (7:30 a.m. to 3:30 p.m., Monday through

Friday, excluding federal holidays), and in accordance with established operational schedules off duty inmates may utilize the recreation areas. Recreation areas include the recreation yard, hobby shop, gymnasium and music area. Only off duty inmates may utilize these areas during regular work hours.

To utilize these areas, eligible inmates must request a recreation pass from their housing Unit Officer. The recreation pass is the ONLY authorization for the inmate to be in recreation areas. Movement to and from the recreation areas must occur during open movement times.

Accountability for recreation passes is of utmost importance. Accordingly, inmates are responsible for returning all recreation passes to the issuing staff member. Failure to return recreation passes to the issuing staff member may result in disciplinary action.

Daily work passes will be issued by the Facilities Services Detail Supervisor and the Safety Department to inmates dispatched to various areas of the institution to complete work assignments. The inmate must have the pass signed by the staff member in charge of the area, upon entering an area, and again upon completion of the work assignment and departure from the area. Inmates will be held accountable for returning the completed pass to the issuing staff member.

CONTROLLED MOVEMENT: Movement throughout the institution will be regulated by a procedure called "Controlled Movement." The purpose of Controlled Movement is to ensure the movement of inmates is orderly and proper accountability is maintained.

During the regular work day (7:30 a.m. - 3:30 p.m., Monday through Friday, excluding federal holidays), Controlled Movement will be hourly at 30 minutes past the hour and will last for ten minutes. The beginning and end of each open movement will be announced via the Public Address System. During the ten minute period of Controlled Movement, you may move from one area of the institution to another with a pass, with the exception of call-outs or visits. The first five minutes of the Controlled Movement will be open traffic. The last five minutes will be for incoming traffic only.

During evening hours, the first Controlled Movement usually will begin at 6:00 p.m. After supper, you may travel to any unrestricted area of the institution during the hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal. During those times, no pass system will be in effect.

CONTRABAND: Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary.

You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of receipt of the item should be kept in your possession.

You may not purchase, give, or receive items from another inmate. Examples would be radios, PAC Numbers, or anything of value. Items acquired in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator if found guilty of misconduct by the DHO.

SHAKEDOWNS: Any staff member may search an inmate's cell at any time. It is not necessary for you to be present when your cell is searched. The property and living area will be left in the same general condition as found. The searches will be unannounced and random.

DRUG SURVEILLANCE: The Bureau operates a Drug Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine

sample, and you do not do so, you will receive an Incident Report.

ALCOHOL DETECTION: A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis as well as those suspected of alcohol use. A positive test will result in an Incident Report. Refusal to submit to the test will also result in an Incident Report.

FIRE AND SAFETY ISSUES

FIRE PREVENTION AND CONTROL: Fire prevention and safety is everyone's responsibility. You are required to report fires to the nearest staff member so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

FIRE SAFETY: Fire drills are conducted on a quarterly basis in each area of the institution. Fire drills in areas occupied during other than normal working hours shall be rotated in order to conduct a drill on every shift annually. You are required to evacuate your respective area at the announcement of any fire drill. Staff will conduct and supervise each drill. You are to familiarize yourself with the emergency exits located throughout your work and living areas. Fire Evacuation Plans are posted throughout the entire facility in English and Spanish. These plans identify all emergency exits and locations of fire suppression equipment. Any inmate who tampers with any fire equipment or signal device will be subject to disciplinary action under the appropriate inmate disciplinary code.

SANITATION: FCI Allenwood enjoys a clean, safe, and healthy atmosphere. Accordingly, you are responsible for maintaining your room and work site in a highly sanitary manner. Cleaning supplies are available in each living unit and at each work site. Weekly housing unit inspections will be conducted by the Safety Manager or designee.

As a form of incentive, meal rotation will be determined by the scores achieved during the weekly housing unit inspection.

WORK RELATED INJURIES: Should you sustain a work related injury while employed on a work detail at FCI Allenwood, you are to immediately report such injury to your Work Detail Supervisor (staff). Failure to make such notification may result in non-receipt of lost time wages.

After notification of an injury, your supervisor will issue a pass to report directly to the hospital for examination and treatment. Should it be necessary for you to remain off your work detail as the result of your injury, you will be issued either an idle slip or medical "lay-in" slip. You must return a copy of this notice to your supervisor and to the Unit Officer.

Should your idleness continue beyond three work days during your scheduled work week, you will be entitled to lost time wages at a rate of 75% of your base pay at the time of the initial injury. These wages shall continue until you:

- 1) Return to full duty as prescribed by Health Services;
- 2) Transfer from the facility by Bureau decision;
- 3) Change jobs after idle;
- 4) Violate "Quarters Restriction";
- 5) Receive a disciplinary report and are confined in the SHU.

All work related injuries will be reviewed and investigated by the Safety Manager. A determination of the work relatedness of the injury sustained will be reviewed and voted upon by the Central Safety Committee which meets quarterly. All decisions rendered are final. Should you disagree with the decision of the Committee, you may file an Administrative Remedy Request through your Unit Team.

INMATE ACCIDENT COMPENSATION: Any work related injury which results in the

loss of or disfiguration of your anatomy and is considered by medical opinion (examination and evaluation) to be a permanent disability, may be claimed under the Inmate Accident Compensation Program. For proper filing procedures, please refer to the handbook issued to you during the A&O lecture. All claims are investigated and adjudicated by a claims examiner in the Federal Bureau of Prisons Central Office, Washington, DC. Any claim for compensation as the result of a work related injury must be filed 45 days prior to your release from federal custody. This includes any release to a halfway house or Residential Reentry Center (RRC).

SAFETY SHOES AND PROTECTIVE EQUIPMENT: All inmates are required to wear safety shoes while performing work functions in the following areas: Food Service Warehouse; Food Service Kitchen; Vocational Training Center; UNICOR; Inside Warehouse; Facilities; and Commissary. The only exceptions to this requirement will be made by the Chief Medical Officer. Individuals who have a foot condition which has been diagnosed by medical staff will be permitted to work in these areas **ONLY** if they have **medically approved soft shoes with safety toes**.

You are required to utilize and maintain all safety protective equipment issued to you. Failure to follow all issued safety rules or misuse/destruction of safety protective equipment, shall result in receipt of disciplinary action.

HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM: As required by the Occupational Safety & Health Administration (OSHA), as an inmate employed on a work detail, you are entitled to receive information pertaining to any hazardous substances or conditions which may exist at or around your work site. Accordingly, your Work Detail Supervisor shall provide, upon request, any Material Safety Data Sheet (MSDS), for any chemical product which you may be using or to which you may be exposed. MSDSs are required to be filed at each job site for review by any worker who requests such information. In addition, each and every container shall be appropriately marked with a label identifying the contents.

You are required to read all labels associated with chemicals being used in your work and living areas. Personal protective equipment shall be utilized at all times when such materials dictate the use of same.

You will receive **annual** safety training regarding equipment use and other safety related issues. All safety lectures shall be documented and maintained by the Work Detail Supervisor.

FCI Allenwood is licensed by the Environmental Protection Agency (EPA), as a Small Quantity Generator (SQG), of hazardous waste.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS: You are expected to maintain a regular job assignment. Most job assignments fall under the parameters of the Inmate Performance Pay (IPP) System, which provides monetary payment for work. Federal Prison Industries, also known as UNICOR, has a separate pay scale. The Commissary will also employ a limited number of inmates. The Commissary also has a separate pay scale. Correctional Counselors will approve job changes and ensure that the changes are posted on the Daily Change Sheet. The Daily Change Sheet is posted on the units call-out TV monitor by 4:00 p.m. on the day preceding the change.

Institutional maintenance jobs are usually the first assignment an inmate receives. These include work in Food Service, as a Unit Orderly, or in a maintenance shop. A number of inmate jobs are available in factories operated by UNICOR. There may be a waiting list for factory employment. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. Executive office furniture is manufactured in the FCI Allenwood UNICOR operation.

**INMATES WILL NOT BE PERMITTED TO HAVE ANY READING MATERIALS OR RADIOS
WHILE THEY ARE AT THEIR JOB ASSIGNMENT.**

FOOD SERVICE: All inmates are provided three well-balanced and nutritious meals a day. Inmates housed in the Special Housing Unit (SHU) receive the same diet as inmates in general population except for soup. Portion controls and service may vary. The meal schedule is reflected in the "Daily Activities Schedule" included in this handbook.

No personal items (beverage/food containers, radios and headphones, laundry bags, books, coolers, etc.) are to be taken into the dining room. Food items will not be authorized to be taken out of the Food Service during any meal.

DINING DRESS CODE: All inmates attending breakfast and lunch meals Monday through Friday, will be required to wear the uniform of the day as outlined under the Inmate Dress Code/Procedural Memorandum. All headwear with the exception of approved religious attire will be removed prior to entering the dining area. All shirt tails will be tucked within the trousers. Inmates attending the evening meal may wear suitable casual dress with the exception of sleeveless shirts, open toed sandals, or jogging shorts.

Personal utensils, beverage containers, laundry bags, books, headphones, etc., are **not** allowed into the dining area at any time.

The following items are the only personal food items allowed in the dining area during meals: tabasco sauce, soy sauce, hot peppers, honey, and sugar substitute.

FOOD ITEMS MAY NOT BE REMOVED FROM FOOD SERVICE INCLUDING FRUIT.

The following are rationed items for the population and SHU.

1 serving of main entree

1 serving of starches

1 serving of dessert (WHEN SERVED)

1 piece of fruit (WHEN SERVED)

*Starches are : potatoes, rice, noodles, pasta, stuffing, etc.

There is to be no trading of food items until you are through the line. Once you go through the line, you cannot come back. To avoid confusion and cross traffic in the dining room you should receive all food items, consume your meal, and exit on the same side you entered the dining room. All individuals will stand in line to receive their food, line jumping will not be allowed.

Religious Diets are provided if you are approved by the Chaplain. Once approved, you are required to show your identification in order to receive this meal.

No Flesh Alternatives are available and noted on the menu. Medical Diets are accommodated through self-selection utilizing the nutritional information posted for each item, and the Heart Healthy Diet Guidelines will be followed.

All inmates assigned to Food Service must be medically cleared.

EDUCATION PROGRAMS

The Education Department at FCI Allenwood offers a wide variety of activities, providing many opportunities for self-improvement. A well-rounded program is offered which includes academics, occupational and vocational education, leisure-time activities, and recreation.

In addition to classrooms, the department maintains a leisure library available to the general population six days a week. A wide variety of hard bound and paper back books are available. Additionally, the Education Department has established an Inter-Library Loan Agreement with the Union County Public Library to expand our offerings. Of course, you are financially responsible for any books you check out that are lost or destroyed. For further information regarding the leisure library, contact any member of the Education Department.

Per Bureau requirements, the Education Department also maintains a full law

library to aid those inmates researching federal laws pertinent to their case(s). The department provides typewriters for inmates preparing legal correspondence; however, it is the individual inmate's responsibility to purchase a ribbon for use in the machines. In accordance with institution procedures, you may copy materials necessary for research or legal matters. The inmate copy machine is located in the Leisure Library. In order to use the copy machine, you must first purchase sufficient Copy Machine Credits during your regular commissary shopping night.

LITERACY STANDARDS: To aid the inmate's readjustment to the community and world of work, the department provides instruction toward the completion of a General Equivalency Diploma (GED) recognized by businesses, governmental entities, and institutions of higher learning throughout the United States.

The value of a GED for the individual's further achievement was so highly regarded by the U.S. Congress that the GED Program was made mandatory for United States Citizens.

Per Federal Bureau of Prisons' Program Statement 5350.28, effective December 1, 2003, any inmate who does not have a verified High School Diploma or GED must attend Literacy Classes for a minimum of 240 hours. An inmate may test out of the Literacy Program prior to the conclusion of the 240 hours. When an inmate successfully completes the Official GED Test, he will receive \$25.00 as an award.

Effective November 3, 1997, the Bureau of Prisons implemented the provisions of the *Violent Crime Control and Law Enforcement Act (VCCLEA)* and *Prison Litigation Reform Acts (PLRA)*. VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1999, and who lacks a verified high school credential, participate in and make satisfactory progress towards obtaining a GED credential to vest earned Good Conduct Time (GCT). The PLRA provides that, in determining GCT awards, the Bureau will consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and make satisfactory progress towards earning a GED credential or High School Diploma unless the inmate refuses to enroll in the literacy program, the inmate has been found guilty of a prohibited act that occurred in a literacy program or the inmate has withdrawn from the Literacy Program.

TESTING PROCEDURES: Inmates who do not have a High School Diploma or GED Diploma, must take the Tests of Adult Basic Education (TABE) if English literate or the Spanish Assessment of Basic Education if Spanish literate within 60 days of arrival. Inmates who claim to have a GED or High School Diploma will have 60 days to provide proof of this claim to the Education Department in order to prevent unnecessary enrollment. However, if the claim cannot be sustained within this 60 day period, the inmate will be scheduled for the TABE/SABE Test and enrolled in class. Based on the results of these scores, inmates will be placed in the appropriate level for class instruction.

Classes meet daily Monday through Friday, excluding federal holidays and are considered a mandatory assignment. Successful completion of the GED Program is rewarded with a monetary achievement award and allows the inmate to fully participate in all the department's educational offerings. Additionally, completion of the GED Program allows the inmate to receive inmate performance pay no longer restricted to pay grade 4.

ENGLISH-AS-A-SECOND LANGUAGE (ESL): For inmates with a foreign language background, the department provides ESL Courses to ease transition to our nation's primary language and aid communication in the present situation.

Per Federal Bureau of Prisons Program Statement 5350.24, effective July 24, 1997, the Crime Control Act of 1990 requires that limited English proficient inmates confined in a Federal Prison System facility be required to participate in an ESL Program until they function at the equivalence of the eighth grade level in competency skills as measured by a score of 225 on the Comprehensive Adult Student Assessment System (CASAS) Test. When an inmate successfully scores a 225, he will receive \$25.00 as an award.

ADULT CONTINUING EDUCATION CLASSES (ACE): ACE Classes are voluntary courses offered to those individuals who choose to continue their education and expand their general knowledge. ACE Courses are conducted during leisure time hours in the evenings and weekends. ACE Courses are inmate taught and last 8 to 12 weeks. These courses vary from semester to semester, and may include subjects in business, history, vocational skills, foreign languages, geography, finance, government, or self-improvement. Classes vary from semester to semester, based on inmate volunteers who teach the courses. A list of classes will be posted in the housing units and in the Education Department prior to the start of each semester. If an inmate has a desire to teach a course, he must submit an Inmate Request to Staff Form to the ACE Coordinator detailing his request. Check with the ACE Coordinator for more details.

POST-SECONDARY EDUCATION (PSE): PSE Classes are available through correspondence with colleges/universities that operate a distance learning program and that will comply with the special requirements and/or restrictions of the correctional environment. Any inmate who has received his High School Diploma or GED may apply. Inmate students are responsible for all costs associated with such courses. Any inmate who wants to pursue such courses must have prior approval from the Supervisor of Education for any course he wishes to take. Any materials not approved will be sent home at the inmate's expense. Any questions regarding the PSE program should be addressed to the PSE Coordinator.

EMPLOYMENT READINESS AND EMPLOYMENT RESOURCE CENTER (ERC): The ERC at FCI Allenwood is a center designed to identify as many employment opportunities as possible. The center offers the latest in job search techniques and materials to prepare all inmates for the challenges ahead. We offer a resume writer program, giving inmates the opportunity to construct a resume that will be posted on the internet. The off-line resume program follows a simple format that is user friendly; it is linked to the United States Department of Labor and state operated public employment services. Annually, a Mock Job Fair is held at the institution, providing inmates with a chance to experience a job interview with business people from the community.

BREAKING BARRIERS PROGRAM: A Framework for Breaking Barriers: A Cognitive Reality Model is a video training series designed for use specifically in a correctional setting. The series is very effective at creating an awareness that change is possible and developing cognitive thinking skills so change can take place. The sessions in this video series lead participants to recognize that controlling how they think is a process that can be learned. The series is application driven by workshops following each session. The workshops provide hands-on practice.

PARENTING: The Education Department offers a Parenting Program to encourage and strengthen the ongoing relationship between family members, reduce conflict and anxiety, and prevent development of negative behaviors. The topics covered in this 12 week program include: Abusive Relationships, Child Development, Child Safety, Your Child's Health, and Letter Writing.

VOCATIONAL TRAINING: The Education Department offers three occupational training programs: Building Trades Carpentry, Computers, and Aquaculture.

The Building Trades Carpentry Vocational Training Program encompasses all aspects of residential construction carpentry to include tool and equipment maintenance, safety, and operation, sight plan layout, blueprint reading, foundations, framing as well as interior and exterior finish. Individual certification is available through the National Occupational Competency Testing Institute (NOCTI).

The Education Department offers several levels of computer instruction to enable the student to obtain a working knowledge of the computer, practice its various business applications, and develop marketable skills as a computer-proficient employee. You must have your GED to enroll in this program.

The Aquaculture Vocational Training course prepares the student for occupations involving fish and other aquatic life forms management for commercial, governmental, and environmental companies/agencies. All aspects

of Aquaculture Management are included - species, environments, water testing, essential equipment, marketing, accounting, and overriding legislation.

RELEASE PREPARATION: To assist you in transition from the institution to the community, the Institution offers a comprehensive series of classes. Topics covered include: Disease Prevention and Aids Awareness, Finding and Keeping a Job, Halfway House Regulations, Requirements of Parole Officers, Personal Finances and Banking, Marriage Enrichments, and Parenting.

RECREATION: Recreation Program is directed by the Bureau of Prisons' Program Statement 5370.10, Inmate Recreation Programs. Our policies and operating procedures are outlined and explained in these documents. These documents are available for review in the Institution Supplement, Recreation Programs ALX 5370.10B and posted operating procedural memoranda in Recreation.

The Recreation Department at FCI Allenwood, strives to provide a variety of leisure time activities, programs, and services for the inmate population. Our recreation program is designated to assist incarcerated individuals with gaining physical, emotional and educational development. We strongly encourage all inmates to participate in any authorized activities which provides a positive institutional accepted outlet. All incarcerated inmates will be assured a safe and comfortable recreation environment. It is our goal to actively involve as many inmates as possible with positive rewarding programs by means of sharing time, space, equipment, and facilities.

Recreation consists of both indoor and outdoor activity areas:

INDOOR ACTIVITY AREAS

1. Gymnasium
2. Equipment room
3. Fitness room
4. Game area
5. Ceramic room
6. Art & Leather room
7. Music band room
8. Wellness Resource Room
9. Ceramic kiln room
10. T.V. (2) area
11. Video & C.D. room
12. Piano & music practice room

OUTDOOR ACTIVITY AREAS

1. Softball fields (2)
2. Flag football field
3. Soccer field
4. Sand volleyball pit
5. Fitness stations (6)
6. Handball/Racquetball courts (4)
7. Circular track
8. Walking path
9. Basketball courts (3)
10. Pavilion area (Table seating)
11. Courtyard (card playing seating area)
12. Boccie ball courts (2)
13. Horseshoe pits (2)

PARTICIPATION - RULES AND REGULATIONS: The Recreation Department will post rules and regulations (or other memoranda) designed to regulate participation in any activity conducted in any indoor or outdoor recreational area.

- A. There is no smoking allowed in the recreation area.
- B. Sneakers must be worn during athletic activities in the gymnasium. Shirts must be worn at all times in recreation buildings & courtyard area.
- C. Inmates are responsible to recognize and adhere to the various restricted areas in recreation. All "Out of Bounds Areas" are color coded yellow.
- D. Inmates are not authorized to be within 15 feet of the perimeter fence.
- E. No food items are allowed in the recreation area.
- F. Inmates must have their own ID Card to sign-out recreation equipment.
- G. All inmates must be issued and present a recreation pass upon entering recreation (Monday through Friday, 7:30 a.m.- 3:30 p.m.).

The failure of any inmate to conduct himself in conformity with posted rules, regulations, or memoranda may result in exclusion from the activity and/or disciplinary action.

USE OF INMATE ASSISTANTS: The Recreation Department promotes and encourages the use of inmate assistants for the purpose of maintaining and/or developing recreation programs and activities. In this regard, announcements outlining opportunities and/or requesting assistants are generated on an ongoing basis. Any inmate must submit a cop-out indicating his interest in a specific program. Training and instruction will be provided. Opportunities exist for program assistants in a variety of recreational activities including, but not limited to, class leaders for arts, crafts, music, or cultural activities; sports officiating and coaching; activity coordinators, and fitness/wellness instructors. Inmates that successfully complete the requirements as a recreation inmate assistant can be recommended for achievement pay through the Inmate Performance Pay System.

AWARDS & PRIZES: Periodically, awards and prizes such as certificates, photos, and perishable food items will be given to inmates who win holiday events, sports league championships, and/or receive incentive pay as instructors or sports officials in recreation activities/programs. These items may be kept in the inmates housing cell, but must meet standards concerning safety and sanitation.

HOBBY CRAFT: Hobby Craft Programs encompass ceramics, painting, drawing art, leather craft, and knitting. Interested inmates must submit a cop-out, to the Recreation Staff. The inmate will then be placed on a waiting list. Participation in the Hobby Craft Program will be limited, based on storage capabilities in the hobby shop.

Inmates must obtain approval from the Recreation Supervisor or recreation staff in charge of the hobby shop operation to purchase supplies. Also, all projects must be approved by the recreation staff in charge of hobby crafts prior to starting of the project. All authorized projects which have been completed must be mailed home at the inmate's expense. Completed projects will not be stored in any housing unit. Contact the Recreation Supervisor for more information regarding hobby shop hours of operation.

MUSICAL INSTRUMENTS: Various musical instruments have been purchased with institution funds. These instruments are available in the recreation area and cannot be removed from that area. If an inmate desires to use any instrument, he will be required to present his ID Card to sign out one musical instrument at a time. Negligent use of or deliberate destruction of instruments will affect each inmate who utilizes the music area. Willful destruction of any instrument will result in disciplinary action.

RECREATIONAL, LEISURE, AND SOCIAL PROGRAMS: Leisure activities and recreation programs are also supervised by the Education Department. These programs are designed to help inmates develop an individual wellness and fitness concept. Programs include indoor and outdoor activities ranging from individualized arts and crafts programs to intramural team sports, such as softball, basketball, soccer, and volleyball. Physical fitness and weight reduction programs are also important activities for inmate participants and contribute to good mental health, good interpersonal relations, and stress reduction. In addition, inmates learn to use their free time constructively.

COUNSELING ACTIVITIES: There are many alternatives open to you if you have personal problems and desire to correct them. These options include Alcoholics Anonymous, Self-Image groups, and other voluntary groups. In addition, professional staff who are trained in the various social science fields are available as resources. Participation in these activities will be encouraged upon staff's assessment of your needs, but participation in such activities is voluntary. The staff of each unit are available for informal counseling sessions and they will also conduct formal group counseling.

PSYCHOLOGY AND PSYCHIATRY PROGRAMS: The Psychology Services Department at FCI Allenwood consists of one Psychologist, Drug Abuse Program Coordinator and a

Drug Abuse Treatment Specialist. The department is decentralized so that Psychologist Offices are located in the housing units; and the Drug Treatment Specialist, Self-Help Library, and Group Program Room are located at a central location, next to the Chapel area. Self-referrals should be made directly with the respective Unit Psychologist or by an Inmate Request to Staff Form. Crisis referrals should be made immediately through any staff.

Priority services include court-ordered evaluations, intake screenings, treatment of major mental disorders, crisis intervention, and suicide prevention. In addition, the Drug Abuse Program is offered to all inmates, who are either mandated by policy or who volunteer, which consists of a Drug Education Program, Non-Residential Treatment Program, and Self-Help services, and Smoking Cessation Program. For inmates who are clinically eligible, transfers requests will be processed to institutions which have the Residential Drug Abuse Treatment Program. Other self-help, support, and lifestyle change programs will be offered as resources and as needs dictate. For inmates who suffer from major mental illness and may need psychotropic medication, a psychiatric referral will be made to a Psychiatrist by Health Services contract or the Bureau Tel-Med Psychiatry Program.

SUICIDE PREVENTION: It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member right away. Your input can save a life.

BARBER SHOP: All inmates have access to barbering services. Inmate barbers are assigned to cut hair in the institution Barber Shop at various times throughout the week. The Barber Shop is located adjacent to the Commissary. The Barber Shop will be open Monday through Saturday.

Hours of Operation
Monday through Friday
8:00 a.m. - 10:00 a.m.
11:00 a.m. - 3:30 p.m.
5:30 p.m. - 8:15 p.m.

Saturdays and Holidays
8:00 a.m. - 9:30 a.m.
12:00 p.m. - 3:30 p.m.
5:30 p.m. - 8:15 p.m.

To utilize the Barber Shop you must obtain a Barber Shop pass from the Unit Officer. Any inmate found in the Barber Shop without an authorized Barber Shop pass will be subject to appropriate disciplinary action.

Ordinarily, the Barber Shop will be closed on federal holidays. Barbering Services will normally be provided to Special Housing Unit inmates on weekend days. Inmates will not be allowed in the Barber Shop during scheduled counts.

CENTRAL INMATE MONITORING SYSTEM (CIMS): The CIMS is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who present special management considerations. Designation as a CIMS case does not, in and of itself, prevent you from participating in community activities.

All inmates who are designated as CIMS cases will be notified, in writing, by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow institution staff to obtain necessary clearances from the appropriate areas.

MARRIAGES: If you wish to be married while incarcerated, the Warden may authorize under certain conditions. However, the marriage must present no threat to institution security or good order, or to the protection of the public. All expenses of the marriage will be paid by you. Government funds may not be used for marriage expenses. If you request permission to marry, you must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent. The Chaplain is available to discuss with you and your fiancée the issue of marriage while incarcerated. At the wedding, a wedding band may be permitted to be received so long as it is a plain band containing no stones.

PRE-RELEASE PROGRAMMING: The Pre-Release Program is designed to assist inmates in preparing themselves for release. This program offers classes and informational seminars concerning the personal, social, and legal responsibilities of civilian life.

RELIGIOUS PROGRAMS: FCI Allenwood offers a wide range of religious programs to inmates. A staff Chaplain is available, as well as, contract and volunteer representatives of other faiths for counseling and consultation. A schedule of religious programming can be found in each housing unit and in the Chapel. Scheduling of services is based on need and available resources. Services are open to all inmates.

The institution has a religious dietary program made up of two components: (1) the Certified Processed Food Line, and (2) the "No Meat" entre. Information about this Religious Diet Program is available from the Chaplain.

The Religious Services Department offers a wide variety of literature, and audio and visual tapes for your use. A Life Connection (Faith Based Pre-Release) Class is also available for inmates. Information about these programs are available in the A&O Program and from the Chaplain.

A list of the authorized religious holidays and ceremonial meal dates are posted on the chapel bulletin board. Please see it for the deadlines to participate in these special religious events.

INMATES FINANCIAL RESPONSIBILITY PROGRAM (IFRP): Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees and costs. Each designated inmate is required to develop a financial plan to meet his financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, state or federal court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed to the federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

You are responsible for making all payments required, either from earnings within the institution or from outside sources. You must provide documentation of compliance and payment of the entire obligation. If you refuse to meet your obligation, you cannot work in UNICOR or receive performance pay above the maintenance pay level.

The status of any financial plan will be included in all Progress Reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The United States Parole Commission will review financial responsibility progress during scheduled Parole Hearings.

MEDICAL SERVICES

Routine medical and dental care is offered within the Health Services Department at FCI Allenwood. Local community medical resources may be utilized when deemed necessary by the institution's medical staff. Additionally, an inmate may be transferred to another correctional facility or medical referral center, for more extensive medical care when indicated by the institution Physician.

FCC Allenwood consists of three facilities. Each facility has an Assistant Health Service Administrator, Dental Officer, and Medical Officer who will oversee the medical and dental care provided at your facility. Should you have any administrative, dental, or medical concern, it should initially be addressed to these persons. If you believe that your issue was not appropriately addressed you can submit a request to the attention of the Chief Dental Officer, Clinical Director, or Health Service Administrator. If you continue to believe that your issue was not appropriately addressed, you may submit your grievance through the Administrative Remedy process.

ID PICTURE CARDS ARE MANDATORY FOR ANY VISIT TO THE HEALTH SERVICES DEPARTMENT

GENERAL POPULATION APPOINTMENTS: Sick call and dental sick call will be held on the days and times posted in the Health Services Department. Appointments for routine medical and dental care are issued at the triage area in the Health Services Department. Routine sick call is not held on weekends and holidays. If the institution is experiencing a situation where inmate movement is not permitted (i.e. institution lock-down), sick call triage will be provided in the housing units. If the medical staff determine the sick call is of an emergent priority, the inmate will be issued a same day appointment slip reflecting the time of the appointment. The inmate must present this appointment slip to the Work Detail Supervisor so you can be permitted to move to the Health Services Department during an institution move. If the medical staff determine the sick call complaint is not of an emergent priority, the inmate will be advised that his assigned medical provider will schedule him for an appointment and he is to watch the callout for the date and time of that appointment. **Sick Call Request Forms** will not be accepted through the institutional mail.

If an inmate becomes ill after the regular sick-call sign-up time, he should ask his Work Detail Supervisor or Unit Officer to call the Health Service Department. Health Services staff will determine if, and/or when an appointment will be scheduled.

Appointments for other medical evaluations, tests, and clinics (such as eye exams, blood studies, physician visits, etc.) will be scheduled via the institution call-out roster. It is your responsibility to review the call-out daily and show up on time for all appointments.

Dental Sick Call is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. Dental Sick Call is scheduled on a first come, first seen basis. If the dental sick call is full and an inmate has a dental emergency, the inmate's Work Detail Supervisor can notify the Dental Department. To obtain routine dental treatment, such as permanent fillings, dentures, and cleanings, you must submit a cop-out to the Dental Department. All routine appointments will be scheduled on the institution's call-out.

SPECIAL HOUSING UNIT (SHU) INMATES: Inmates placed in SHU will be seen by a clinical staff member at least once daily. Inmates with routine medical and dental care concerns will be addressed daily. If the medical staff determine the sick call is of an emergent priority, the inmate will be evaluated that day. If the medical staff determine the sick call is not of an emergent

priority, the inmate will be advised that his assigned Primary Care Provider will schedule him for an appointment.

PRIMARY CARE PROVIDER: All inmates are assigned a Primary Care Provider utilizing the 4th and 5th number of the Register Number. Inmates **will not** be permitted to change providers. A list of the Primary Care Providers will be posted in each Health Service Department.

PHYSICAL EXAMINATIONS: All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be completed within 30 days of an inmate's arrival.

All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include an electrocardiogram, rectal examination, tonometry, vision testing, and blood work testing, and other tests, as determined by your Primary Care Provider. This optional examination requires an inmate to report to sick call and request an appointment with your Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future call-out list located in the housing units. Because this physical is for your health and well being, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process you do not want performed. All inmates, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than two months prior to release in order for the examination to be scheduled and completed.

ON-THE-JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor and will need to report to the Health Service Department for completion of an injury report. The Work Detail Supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report a work injury promptly to the supervisor.

ANNUAL IMMUNIZATION/SCREENING: All inmates will be scheduled for mandatory Tuberculosis Screening on an annual basis. If you have a documented positive result to the skin test, you will receive an annual chest x-ray. If you do not have a documented positive result to the skin test, you cannot request a chest x-ray in lieu of the skin test. This screening will be in the form of the PPD skin test. The date of these screenings will be based on the inmate's previous test date.

During the flu season which is typically in early winter, inmates will be offered the influenza vaccination or "flu shot" if their medical condition meets the Center for Disease Control (CDC) guidelines for these immunizations. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. Should you not meet the medical guidelines directed by the CDC, you may request this vaccination by submitting a cop-out to the Health Services Department requesting the flu shot vaccination. Depending on the availability of the vaccine, you will be scheduled on a call-out.

HEALTH PROMOTION/DISEASE PREVENTION: The Health Services Department, in conjunction with other departments within the institution, offers numerous programs to enhance inmate health and knowledge of health related issues. Programs include, but are not limited to, educational material and videos, blood pressure and blood sugar screening, drug and alcohol abuse programs, physical fitness and stress and anger management. If you are interested in participating in any of these programs, submit a cop-out to the Assistant

Health Services Administrator.

EMERGENCY MEDICAL TREATMENT: All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of emergent problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or the activation of the inmate duress system in your cell. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.

PHARMACY: Inmate prescriptions are dispensed daily within Health Services. The times for pill lines will be posted in each Health Services Department.

Restricted medications will be issued only on a dose-by-dose basis and must be taken at the Pharmacy window in full view of the person dispensing the drug. You will be required to allow the dispensing individual to inspect your mouth after accepting the medication. A full cup of water is required for taking these restricted medications. If you are placed on pill line, reporting to the assigned times is mandatory. You may chose to refuse the medication, but you are **mandated to report to the pill line.**

Other non-restricted medications will be distributed through the Pharmacy located within the Health Services Department. In most instances, when you are prescribed medication, you will be able to pick it up during the next work day at the noon pill line. All medications which you are issued will have an expiration date. If your medication has a refill listed on the label, it must be returned for refill prior to the expiration date. Once a medication is expired, it can only be refilled by attending sick call. Expired medication will be considered an unauthorized item and confiscated.

Refilled medications will be available for pick-up, the next working day, if placed in the refill box prior to noon. Therefore, it is your responsibility to turn in medication refills at least two days prior to a holiday or weekend to ensure you have an adequate supply.

OVER THE COUNTER (OTC) PROGRAM: Inmates will purchase OTC items at Commissary for their occasional use. Commissary Lists will be provided to the inmates for current stock and pricing information. Inmates are instructed that if they report to the Health Services Department for these same items, they will be referred to Commissary as appropriate. Inmates are required to plan ahead for Commissary closures. Health Services will not issue Commissary items due to the Commissary being closed.

IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS: In situations where it is necessary to restrict the inmate's activity due to health concerns, an inmate may be placed on quarters, convalescence, or medically unassigned status. The medical staff will issue you a Medical Duty Status Form that identifies your limitations. It is the inmate's responsibility to deliver one copy to his Work Detail Supervisor and one copy to his Unit Officer. The following is a synopsis of restrictions for each medical limitation status:

IDLE: Temporary disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, Religious Services, sick call, visits, and call-outs. No recreation activity.

CONVALESCENCE: Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.

RESTRICTED DUTY: Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.

MEDICALLY UNASSIGNED/TOTALLY DISABLED: Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.

INMATE CO-PAY: Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCC Allenwood provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005. The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General Population at these facilities are subject to a \$2.00 copay fee. Needed offender health care is not denied due to lack of available funds. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff. Indigent inmates are not charged a co-pay fee (An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.)

ADVANCED DIRECTIVES "LIVING WILLS": This option is available to the inmate population by requesting an appointment with your Primary Care Provider.

RIGHTS/RESPONSIBILITY: While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

Your Health Care Rights	Your Responsibilities
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental and all support services.	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by health care staff.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, at main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with <i>Advanced Directives or a Living Will</i> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination as defined by the Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in the Bureau of Prisons' policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.

14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.

CORRECTIONAL SYSTEMS MANAGEMENT: The Correctional Systems Management (CSM) Department is responsible for processing incoming mail, incoming publications, and incoming packages. Also, Correctional Systems staff are responsible for processing inmates and their personal property upon arrival and release. CSM staff are also responsible for records management.

Open House hours for the Receiving and Discharge (R&D), and the Records Office are Tuesday and Thursday 10:45 a.m. through 12:00 p.m. **Open House hours for the Mail Room is conducted Tuesday and Thursday, excluding holidays from 10:45 a.m. to 11:30 a.m.**

CONTACT WITH THE COMMUNITY AND PUBLIC

CORRESPONDENCE: You are permitted to correspond with the public, family members, and others without prior approval or a correspondence list. Outgoing inmate mail will be placed unsealed into the outgoing inmate mailbox located in each wing of the housing unit. The flap of the envelope should be placed inside the envelope to prevent correspondence from falling out. The mail will be collected by the Morning Watch Officer, inspected, read and sealed. The Morning Watch Officer will deliver the mail to the CSM Department before 8:00 a.m., Monday through Friday, excluding federal holidays. The outgoing envelope must have your name, Register Number, and return address in the upper left hand corner, to include your housing unit (e.g. 1A, 1B, 2A, etc.). **A log book has been created to acknowledge receipt of Special/Legal Mail by Mail Room Staff and SHU staff. The log book will provide the following information:**

- 1) Date received
 - 2) Inmate's Committed Name
 - 3) Inmate Register Number
 - 4) Address where mail is being sent
 - 5) Staff member's initials who accepted the correspondence
- The inmate mailing address is
P.O. Box 2000, White Deer, PA 17887-2000.**

You are responsible for the contents of all your correspondence. Correspondence containing threats, extortion, etc., may result in prosecution for a violation of federal law and/or administrative disciplinary action for a violation of institution regulations.

You may be placed on "Restricted Correspondence" status based on misconduct or

as a matter of classification. You will be notified of this placement and have the opportunity to respond if you are placed on such status. There is no mail service on weekends or holidays.

INCOMING CORRESPONDENCE: First Class Mail is distributed Monday through Friday, except holidays, by the Evening Watch Officer in each housing unit. Newspapers and magazines are also delivered at this time. Legal and "Special Mail" will be delivered by Unit Team as soon as possible after it is received. The number of incoming letters you receive will not be limited unless the number received places an unreasonable burden on the institution.

You are asked to advise those writing to you to document your Register Number and quarters assignment (e.g. 1A, 1B, 2A, etc.), on the envelope to aid the prompt delivery of mail.

Any packages you receive at the institution must have prior authorization.

INCOMING PUBLICATIONS: The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to you, such as advertising brochures, flyers, and catalogs. All incoming publication (paperback books, newspapers, magazines, hardcover books, etc.) must be received from a publisher, book club, or book store. You may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to three (3) magazines, three (3) newspapers, and five (5) books.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden to include, but are not limited to, publications which meet one of the following criteria:

1. Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
3. Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. Depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
6. Encourages or instructs in the commission of criminal acts.
7. Sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.
8. Section 614 of the Fiscal Year 97 Omnibus Budget Act (P.L. 104 - 208) prohibits the Bureau from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity. See Section 6 of this Program Statement for processing such material.

SPECIAL MAIL: Special Mail is a category of correspondence which may be sent out of the institution sealed and unread by staff. This category includes correspondence sent to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Member of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, prosecuting attorneys, Director of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation

Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

Special Mail also includes received mail from the following: President, Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, State Attorney Generals, prosecuting attorneys, Governors, U.S. Courts, and State Courts.

A designated staff member will open incoming Special Mail in your presence. These items will be physically checked for contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail, only to be opened in the presence of the inmate." Without adequate information as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA: You may write, through Special Mail procedures, to representatives of the news media, if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business while in the Bureau of Prisons custody.

Representatives of the news media may initiate correspondence with you. Correspondence from a representative of the news media will be opened, inspected for contraband and qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES: You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family or is a party in a legal action (or witness) in which both of you are involved.

The following limitations may apply:

1. Such correspondence may always be inspected and read by staff at the sending and receiving institutions. It may not be sealed by the inmate.
2. The Superintendent/Warden at both institutions must approve correspondence.

REJECTION OF CORRESPONDENCE: The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

1. Matter which is non-mailable under law or postal regulations.
2. Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
3. Unauthorized inmate to inmate correspondence.
4. Direction of an inmate's business (prohibited act 408). You may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined.

NOTIFICATION OF CORRESPONDENCE REJECTION: The Warden or Associate Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal

the rejection to the Warden, via letter. You will also be notified of the rejection of correspondence and the reasons for the same. You have the right to appeal the rejection via Administrative Remedy Procedure. Rejected correspondence ordinarily will be returned to the sender.

MAILING OF INMATE PROPERTY: If you wish to have personal items mailed into the institution, you should see your Correctional Counselor for an Authorization To Receive A Package Form. Responsibilities for various items is as follows:

1. Unit Manager - release clothing.
2. Hospital Administrative Officer - orthopedic shoes, arch supports, prosthetic devices, and hearing aids.
3. Chaplain - wedding bands (married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones) and religious medals. Items must not have a value which exceeds \$100.00.

The completed form will be forwarded to the Mail Room. The Mail Room Officer will not approve any item or package for delivery unless the Authorization to Receive a Package Form is on file.

CHANGE OF ADDRESS/FORWARDING OF MAIL: General correspondence will be forwarded for a period of 30 days. Special Mail will always be forwarded. Any general correspondence received after 30 days will be returned to sender.

CERTIFIED/REGISTERED MAIL: You may use certified, registered, or insured mail. You will not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

FUNDS RECEIVED THROUGH THE MAIL: Funds must be sent to a Lock Box in Des Moines, Iowa, to the following address:

**Federal Bureau of Prisons
Insert Inmate Register Number
Insert Inmate Committed Name
P.O. Box 474701
Des Moines, Iowa 50947-0001**

Receipts from the public will be picked up by mail Monday through Friday at 2:00 p.m. EST, excluding federal holidays. Valid and approved negotiable instruments are money orders, government checks, foreign negotiable instruments (in U.S. currency only) and business checks.

TELEPHONES: See TRULINCS section for adding telephone numbers.

A. **Requests for Removal (Denial) of Telephone Numbers:** Written requests from the Associate Warden for removal (denial) of a telephone number as outlined in the Telephone Regulations for Inmates Program Statement shall be processed ordinarily within one working day after receipt. At that time, the number shall only be marked "not allowed" on the inmate's number listing. When a number is removed from usage (denied) at the recipient's request, that number may be placed back on the inmate's list (reactivated) only upon the recipient's written request for reinstatement with a copy of recent telephone bill.

B. **Telephone Call Restrictions:** The maximum length of telephone calls is 15 minutes. Time limits can be curtailed for any reason that the Warden deems necessary, e.g., emergency situations, increased inmate population, etc. Calls are automatically disconnected due to insufficient ITS-II credits or the expiration of the call time limit. A warning tone sounds approximately one minute before a call is disconnected.

1. ITS-II direct dial calls shall not be permitted if the inmate does not have adequate credits in his ITS-II Account to place at least a two-minute call.
2. Hours of ITS-II operation shall be as follows: unit phones will be available from 4:30 p.m. to 10:30 p.m. each evening (except for count time). Phones will also be available from 6:00 a.m. to 4:30 p.m. on weekends and holidays (except for count time). During Monday through Friday, only one unit phone will be available for the PM shift and UNICOR second shift inmates, inmates on their regularly scheduled day off and inmates on vacation. The appropriate inmates may use these telephones on a first come, first served basis, from 7:30 a.m. to 10:30 a.m. and from 12:30 p.m. to 4:30 p.m. (except count time). All four unit phones will be available from 10:30 a.m. to 12:30 p.m., Monday through Friday, for use by all inmates.
3. Restricting inmate access to the ITS-II shall only be done upon written notice from staff, as appropriate; e.g., the Associate Warden, Programs, to block specific numbers; the DHO or UDC to enforce specific disciplinary sanctions.
4. Calls can only be placed at 30 minute intervals. This practice is to ensure fairness to all inmates in having the opportunity in placing calls. The Warden may increase the interval between inmate telephone calls if it is determined such action will enhance the orderly operation of the institution or further promote fairness to all inmates in having access to telephones. On a daily basis, inmates are permitted to place nine calls or less during their non-working hours. Any inmate completing 10 calls or more on the same date, regardless of the length of the call, will receive disciplinary action.
5. Phone calls will not be made during normal hours of work. During the phone monitoring process, if it is determined that a call has been made during working hours, the inmate will receive disciplinary action.
6. Day orderlies are expected to generally work from 7:30 a.m. to 3:30 p.m. and may not use the phone during work hours. Evening orderlies are expected to generally work from 4:30 p.m. to 10:00 p.m. and may not use the phone during their work hours.
7. Inmates are limited to 300 minutes per calendar month for ITS-II monitored telephone calls. This limitation applies to all inmates with an ITS-II account in Bureau of Prisons' institution, and may be used for any combination of collect or direct-dial calls at the inmate's discretion. Inmates who exhaust their 300 minute limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request such calls through the Unit Team. It is intended this exception be used sparingly and only for bona fide emergencies. The inmate is responsible for the cost of such calls at the Warden's discretion. This limitation does not affect an inmate's ability to place unmonitored, legal telephone calls according to the Program Statement on Telephone Regulations for Inmates.

C. Collect Calls: An inmate who is without funds may request, using an Inmate Request to Staff Form, one collect call each month to be arranged by the Correctional Counselor after approval by the Unit Manager and Associate Warden. An inmate without funds is defined as an inmate who has not had a Trust Fund Account balance of \$6.00 for the past 30 days and who is currently unassigned or in a medical status which prohibits him from working for an extended period of time (e.g., over 15 days).

Collect rates shall be charged in accordance with the ITS-II contract requirements. The called party will be given collect rates prior to accepting any collect call. Collect rates may also be obtained by the billed party by contacting the service provider Evercom 1-800-844-6591. The maximum amount of minutes per month is 120 for collect calls.

D. ITS-II Credits: Each inmate will be responsible for transferring his funds from his Commissary Account to his ITS-II Account.

1. Inmates may use the "Telephone Teller" from any inmate telephone to transfer funds from their Commissary Account to their ITS-II Accounts.
2. The established number of times an inmate may transfer funds is twice per day. Transfer will be allowed daily from 4:30 p.m. to 11:00 p.m.
3. It is the inmate's responsibility to track his or her Commissary and ITS-II Account balances via the "Telephone Teller".
4. A transfer of credits shall not affect an inmate's established spending limitation.
5. Once the ITS-II credits are transferred, credits may not be transferred back to the inmate's Trust Fund Accounting Commissary System (TRUFACS) Account except by Trust Fund staff in the following circumstances:
 - a. An inmate on telephone restriction for more than 30 days requests in writing that his ITS-II credits be returned to his TRUFACS Account. This is a one time transaction for the entire balance of his ITS-II Account.
 - b. Inmate is released or transferred.

E. Phone Access Code (PAC) Number: The PAC Number shall be delivered to the inmate in the institution mail in a sealed envelope. The inmate will receive dialing instructions, use of the PAC Number, and other information on how to place phone calls and receive account information. Because the PAC Number is considered an item of value for the purpose of inmate discipline, the giving to another inmate or the possessing of another inmate's PAC Number falls with the moderate category (300) of Prohibited Acts. An inmate is to report a compromised PAC Number immediately to Unit Team. If an inmate needs another PAC Number because of a compromise of his current PAC Number, there will be a \$5.00 fee. Inmates must fill out a Request for Withdrawal of Inmates Personal Funds (Form BP 199) and process it through their Unit Team.

Inmates confined in Administrative Detention and Disciplinary Segregation may make one social call every 30 days. Staff phones may not be used unless authorized by a staff member.

VISITING: You are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 a.m. to 3:00 p.m., Friday, Saturday, Sundays, and federal holidays. You are expected to advise your prospective visitors of these times and days.

There is no local bus transportation to the institution. Visitors are encouraged to use personal vehicles or rent vehicles when visiting the institution. Visitors' vehicles are subject to search.

The number of visitors an inmate may visit is limited to five. Children who are two years of age and under will not be included in the total of five

visitors. Each child over the age of two will be considered as one of five authorized visitors. Children under the age of 16 must be accompanied by an adult, parent or guardian. Children over the age of 16 must have a valid picture identification.

Visiting will be limited to five days per month for each inmate. Each day, either a full or partial day of visiting will be counted as a full day.

You are to submit a Visiting List to your Correctional Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the Approved Visiting List automatically upon receipt of an inmate initiated request when he arrives at the institution. A common-law spouse will usually be treated as an immediate family member, if the common-law relationship has previously been established in a state which recognizes such a status. Other relatives and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Correctional Counselor.

All visits will begin and end in the Visiting Room. One kiss or embrace, in good taste, are allowed upon arrival and departure. Physical contact beyond these parameters will result in disciplinary action.

You must be dressed in institution khaki pants and shirt in order to be admitted to the Visiting Room. Clothing must be neat and clean. Articles that may be taken into the Visiting Room are limited to a comb, wedding band, prescription eyeglasses, handkerchief, and religious medal.

ION SPECTOMETRY TESTING: All inmate visitors will be subjected to Random Drug Testing with the ION Spectometry Machine. An ION Spectometry Device tests for exposure to illegal substances. If a visitor tests positive for the presence of an illegal substance, the visitor will be denied entry into the institution that day.

A first occurrence for a positive ION Test would result in the visitor being temporarily suspended for 48 hours. A second occurrence would result in the visitor being temporarily suspended for 30 days. A third occurrence would result in the visitor being temporarily suspended for 90 days. A fourth and subsequent occurrences would result in the visitor being temporarily suspended for 180 days.

FCI ALLENWOOD VISITING ROOM DRESS CODE: Visitors are not permitted to wear the following: opened toed shoes, opened back shoes, beige or khaki pants, grey sweatshirts, grey sweat pants, any type of shorts, hooded sweatshirts, sleeveless shirts or blouses, backless shirts or blouses, low cut shirts or blouses, low cut pants, shirts or blouses allowing midriff exposures or see through, no stretch pants, no shear clothing and camouflage clothing. Skirts, and dresses are not allowed to be more than 1" above the knee, this includes the slit in dresses and skirts. The dress code applies to adults and children visitors. The Front Desk Officer reserves the right to determine if clothing attire is unacceptable to enter the Visiting Room. Your visitor will not be permitted to enter the Visiting Room if they do not adhere to the dress code. Visitors wearing unacceptable clothing, may depart the institutional grounds to change into appropriate attire. Visitors are not permitted to change clothing in the visitors' restrooms. Visitors should refrain from wearing clothing with metal affixed in it. This could prevent them from clearing the walk through metal detector.

Visitors are subject to random pat searches. Under certain circumstances, visitors may be asked to submit to a "visual" search as a pre-requisite to a visit. All visitors will be screened with a metal detector and their personal items will be searched. All visitors must clear the metal detector prior to entering the Visiting Room. Visitors should refrain from wearing clothing that would set off the metal detector, for example under wire brassieres,

pants or shirts with metal affixed to them, etc. Visitors' purses, attorneys' briefcases, etc., are examples of such personal items. Other personal articles belonging to visitors must be placed in lockers provided in the front lobby or left in their cars. Visitors' vehicles are subject to search.

Photo Identification is required for visitors. This may include a State Driver's License or state ID Card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors are only allowed to bring the following items into the Visiting Room. All items will be x-rayed.

- Reasonable baby care items to include up to six (6) diapers, food (in clear, non-glass containers) limited to two (2) bottles (one (1) milk, one (1) water ((not more than half full)), powder, lotion, and only in sufficient amounts for the duration of the visit. Diaper bags must be clear or see through. Visitors are NOT permitted to bring in baby strollers, car seats, carriers, and toys.
- Religious visitors will be allowed to bring religious items (Bibles, Korans, Torahs, etc.) with them to the Visiting Room.
- Visitors may bring prescribed medication into the Visiting Room but must give the medication to the Visiting Room Escort Officer. The medication will be kept at the Visiting Room Officers' desk at all times. The prescribed medication must be taken in the presence of a Visiting Room Officer.

Visitors are not allowed to bring animals on the institution grounds except for dogs which assist persons with disabilities. Visitors must provide certification and/or documentation which indicate the dog is trained for such a purpose.

Visitors are permitted to bring money to the Visiting Room to purchase items from the vending machines; this is limited to \$25.00. Since the vending machine only accepts coins, one and five dollar bills are the only increments of currency that will be permitted in the Visiting Room. Money may be kept in a clear change purse or wallet.

Inmates are NOT authorized to be in the vending machine area of the Visiting Room at any time. Visitors can purchase the items from the machines and return to the visiting area. Inmates cannot be in the children's room at any time.

The Visiting Room is a non-smoking area. Accordingly, smoking materials are not authorized in the Visiting Room. You are not allowed to receive coins or money for your Commissary Account while in the Visiting Room. Money for Commissary Accounts must be sent through the mail to the Lock Box in Des Moines, Iowa. **NO ITEMS MAY BE GIVEN OR EXCHANGED IN THE VISITING ROOM.**

DIRECTIONS TO FCI ALLENWOOD:

From the New York City area; from the George Washington Bridge take Interstate 80 to exit 210B (Route 15) in Pennsylvania, Rt 15 North to the complex.

From Washington, DC; take Interstate 70 West out of DC to Rt 15 North to the complex.

From Philadelphia; take the turnpike West to Rt 15, take Route 15 North to the complex.

From Points West; get on Interstate 80 East, take exit 210B (Rt 15) North to the complex.

ACCESS TO LEGAL SERVICES: Legal correspondence from attorneys will be treated as Special Mail, if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate". It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, attorney visits can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

LEGAL MATERIAL: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. You are expected to handle the transfer of legal materials through the mail as often as possible.

ATTORNEY PHONE CALLS: In order to make an unmonitored phone call between an attorney and yourself, you must make a verbal or written request to the Correctional Counselor with the justification as to the need for the call (i.e., imminent court deadline) other means of communication are inadequate. Phone calls placed through regular inmate phones are subject to monitoring. These procedures apply to both General Population and SHU inmates.

LAW LIBRARY: The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Supplement, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Indexes, and other legal materials. The Law Library schedule is posted in the Law Library in the Education Department. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in Administrative Detention and Disciplinary Segregation. SHU inmates may request materials not available in SHU basic law library, via a cop-out.

NOTARY PUBLIC: It will be necessary to contact your Case Manager to make arrangements with the institution Notary Public when a notary is needed.

COPIES OF LEGAL MATERIAL: In accordance with institution procedures, you may copy materials necessary for research or legal matters. The inmate copy machine is located in the main Law Library within the Education Department. In order to use the copy machine, you must first purchase sufficient copy machine credits during your regular commissary shopping night. You can then make photocopies by inserting your Commissary Card into the scanner portion of the copy machine. Copy costs have been established at \$.10 per page. The cost for your copies will automatically be deducted from your account.

TORT/PROPERTY CLAIMS: Should you suffer the loss or destruction of any personal property, you may file a claim under 18 U.S.C. Section 3723 by completing a form BP-A0943, Small Claims for Property Damage or Loss. Should you suffer a personal injury, you may file a claim under the Federal Tort Claims Act by completing a form SF-95, Claim for Damage, Injury or Death. These forms are available from the Correctional Counselor by way of an Inmate Request to Staff form. You must file these forms in the Regional Office where the claim occurred.

FREEDOM OF INFORMATION/PRIVACY ACT REQUESTS: The Privacy Act of 1974 forbids the release of information from agency records without the prior written consent of the individual to whom the record pertains, except for specific instances. If the requested information is not within the public domain, as specified in Program Statement 1351.05, a formal written request must be submitted by the requester to the Director, Bureau of Prisons, 320 First Street, N.W., Washington, DC 20534.

Requests concerning another person (staff or inmate) or information regarding institution operations will be processed in accordance with the Freedom of Information Act. Like Privacy Act requests, formal Freedom of Information Act requests must be forwarded to the Director of the Federal Bureau of Prisons at the above address.

Both Freedom of Information Act and Privacy Act requests must be specific and identified on the envelope and face of the letter. Further instructions regarding both Acts may be found in 28 C.F.R. Sections 513.30 through 513.68.

INMATE ACCESS TO CENTRAL FILES: If you desire to review your Central File, you must submit a cop-out to your Case Manager. He/She will schedule a time for you to review your file. If you are scheduled for a Parole Hearing, you will be afforded the opportunity to review your Central File, normally 30 days preceding the hearing.

PROBLEM RESOLUTION

INMATE REQUEST TO STAFF FORM: Bureau of Prisons form BP-ADMIN-70, Inmate Request to Staff, commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer. Staff members who receive a cop-out will normally answer the request within five days of receipt, excluding weekends. The answer will be written on the bottom of the cop-out and returned to you.

ADMINISTRATIVE REMEDY PROCESS

INFORMAL RESOLUTION: It will be the practice of FCI Allenwood, to informally resolve as many complaints as possible. Correctional Counselors will ensure the informal resolution process is implemented and followed. Inmates will present their complaints verbally to their Unit Team. The Unit Team member will verbally discuss the complaint with the inmate and attempt to informally resolve the issue. If the issue is not resolved verbally, the inmate's Correctional Counselor will provide the inmate with a copy of an Informal Resolution Attempt Form. Only one Informal Resolution Attempt Form will be issued at a time. Correctional Counselors will not issue a BP-9 [BP-229(13)] Form to an inmate prior to completion of the Informal Resolution Attempt Form. The Correctional Counselor will provide a separate Informal Resolution Attempt Form for each issue presented by the inmate. The Informal Resolution Process will ordinarily be completed within five calendar days from initial receipt of the complaint. Each Correctional Counselor will maintain a log of all complaints which were informally resolved.

FILING: If Informal resolution efforts are not successful, the inmate will then be issued a BP-9 [BP-229(13)] by his assigned Correctional Counselor. In the absence of the assigned Correctional Counselor, a Unit Team member will issue the BP-9 [BP-229(13)]. Upon completion of the BP-9 [BP-229(13)], the inmate must return the form to his Correctional Counselor for delivery to the Administrative Remedy Coordinator. The Informal Resolution Attempt Form must be attached to the BP-9 [BP-229(13)] Form at the time of delivery. The above form will be delivered by the Correctional Counselor to the Administrative Remedy Clerk.

Prior to issuing the BP-9 [BP-229(13)], the Correctional Counselor will place

his or her initials and a sequential number in the upper right hand margin of the form. Likewise, Correctional Counselors will document the inmate's name, Register Number, date issued, subject matter, staff member and sequential number for each issuance of a BP-9 [BP-229(13)] in the Unit Administrative Remedy Log. Units will begin with sequential number 01 and return to that number at the beginning of each month. Copies of all log sheets will be forwarded to the Administrative Remedy Coordinator's Office the last calendar day of each month.

The BP-9 [BP-229(13)] will address a single complaint and will correspond with the complaint as stated on the Informal Resolution Attempt Form. Only those issues contained on the Informal Resolution Attempt Form will be addressed in the BP-9 [BP-229(13)] response.

RESPONSE: The response will be completed, reviewed by the Associate Warden and returned to the Executive Assistant's Office within the time period specified on the routing slip.

Inmates who wish to withdraw an Administrative Remedy Request that has been receipted into the SENTRY Administrative Remedy Module will submit an Inmate Request to Staff Form stating his desire to withdraw the Administrative Remedy and the reason for withdrawing the complaint. The Inmate Request to Staff will contain the assigned Administrative Remedy Tracking Number and original signature of the inmate.

DISTRIBUTION: Upon signature of the BP-9 (BP-229(13)) response by the Warden, the Administrative Remedy Clerk will file the first copy of the response along with all supporting documentation in the Warden's Administrative Remedy File. The original and remaining copies will be forwarded to the inmate, via institution mail.

APPEAL FORM: Appeal Forms BP-10 [BP-230(13)] and BP-11 [BP-231(13)] may be obtained from the Correctional Counselor or, in his absence, any Unit Team member. BP-10 and BP-11 responses received from the Regional and Central Offices will be filed by the Administrative Remedy Clerk with the corresponding BP-9 in the local Administrative Remedy File.

SENSITIVE COMPLAINTS: If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known at the institution, he may file the complaint directly to the Regional Director. The request must be clearly marked "Sensitive" and must explain, in writing the reason for not filing the complaint at the institution. If the Regional Administrative Remedy Coordinator agrees that the complaint is sensitive, the complaint will be processed. If the Regional Administrative Remedy Coordinator does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-229 (13) at the institution level.

DISCIPLINARY PROCEDURES

DISCIPLINE: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). You are advised of the rules and regulations and provided with a copy of the Bureau's Prohibited Acts, as well as local regulations, with this handbook.

INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he/she has some evidence that an inmate has committed a prohibited act, he/she may write an Incident Report. This is a written account of the charges against the inmate. The incident report shall ordinarily be delivered within 24 hours of the time staff became aware of the incident. An informal resolution of the incident may be attempted by the writer of the incident report, the investigator of the report, or the UDC for moderate and low moderate offenses.

If an informal resolution is completed, the incident report will be expunged.

Informal resolution is encouraged by the Bureau of Prisons for all violations, except those in the greatest and high severity categories. Violations in the greatest severity category must be handled by the Disciplinary Hearing Officer for final disposition. Violations in the moderate and high severity categories can be handled by the UDC or referred to the DHO. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

INITIAL HEARING: Ordinarily, an inmate charged with a prohibited act must be given an initial hearing within three work days of the time staff became aware of involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements and present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reason for any extension. The UDC will either make final disposition of the incident and impose minor sanctions, expunge the report, or refer it to the DHO for final disposition.

DISCIPLINE HEARING OFFICER (DHO): The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of charges not less than 24 hours before the inmate's appearance before the DHO. The inmate will be provided with a full-time staff member of his choice to represent him, if requested. During his in-person hearing, an inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request that they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue the hearing for good cause. Reasons for the delay may be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTION: Appeals of all disciplinary actions may be accomplished through the Administrative Remedy Procedure. Appeals of DHO actions are made to the Regional Director, via BP-230(13), and the General Counsel, via BP-231(13). Appeals of incident report issuance, incident report investigation, and UDC actions are accomplished via submission of a BP-229(13) to the Warden. (See section regarding the Administrative Remedy Procedure for details regarding filing.) An appeal on the following items will be considered:

1. Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
2. Whether the UDC or DHO based its decision on some facts.
3. Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who investigates the appeal may not be involved in the incident in any way. These staff members include UDC members, DHO, the investigator, the reporting officer, the staff representative, witnesses to the incident, and any person who played any part in having the charges referred to a higher level of review.

SPECIAL HOUSING UNIT (SHU) STATUS: The two categories within the Special Housing Unit are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided the same general privileges as inmates in the general population. An inmate may be placed in Administrative Detention when he is in holdover status during

transfer, is a new commitment pending classification, is pending investigation or hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, pending transfer, for protection, or is finishing confinement in Disciplinary Segregation and return to the General Population is not prudent.

Disciplinary Segregation may be imposed as a sanction for violations of Bureau rules and regulations. Certain privileges will be limited or denied for inmates housed in Disciplinary Segregation. Personal property will usually be limited and impounded. Inmates placed in Disciplinary Segregation are provided a pillow case, blankets, sheets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Regardless of SHU status, inmates may possess legal and religious materials. Staff shall provide a reasonable amount of non-legal reading material. Medical staff will make daily rounds in SHU, including weekends and holidays. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status. The Segregation Review Officer (SRO) conducts periodic reviews of inmates in SHU.

SPECIAL HOUSING UNIT (SHU) STANDARDS/RULES

All inmates housed in the Special Housing Unit will be required to maintain their assigned cell in a neat and clean manner at all times. The following standards/ rules will be adhered to at all times and failure to do so will result in disciplinary action.

1. Each inmate will make his bed prior to 7:30 am.
2. All cells will be cleaned daily by the occupants.
3. Any destruction or defacing of the cell will warrant incident reports on the occupant(s).
4. At no time will clothes lines or clothing be hung in the cells, no items will be hung from the light fixtures.
5. Blankets, towels, pillow cases, etc..., will not be used for rugs on the floor.
6. Each inmate will be permitted one empty cup in the cell. Excess food, milk, and other food items will be removed immediately from the cell.
7. Officers are not responsible for waking inmates for sick call, Recreation, or meals.
8. Inmates may not display pictures or photographs on the walls or door of the cell.
9. Inmates will be responsible for cleaning their cells prior to release. Writing or destruction of property discovered in the cell will result in disciplinary action.
10. Cell window and sill will be kept clear of any coverings or contraband.

SHU LAUNDRY PROCEDURES: Inmates will place all items that need washed in the laundry bags that are contained in the cell. Each inmate will be afforded a laundry bag. Laundry bags will be picked up at 2:30 p.m. on the following schedules.

Monday
Top Ranges A/D, D/S
Laundry Bags
Razors

Tuesday
Bottom Ranges A/D, D/S
Laundry Bags
Toilet Paper

Wednesday
Top Ranges A/D, D/S
Laundry Bags
Razors

Thursday
Bottom Ranges A/D, D/S
Laundry Bags

Friday
Razors
Toilet Paper

Saturday
Supplies/Cell sanitation

SHU COMMISSARY: Commissary lists will be prepared by the inmate and turned in by 12:00 p.m. each Monday of each week. Commissary items will ordinarily be

delivered to the Special Housing Unit on Wednesday.

SHU HAIRCUTS: Inmates are permitted to receive haircuts while in the SHU. Inmates must make their request to the Officer In Charge (OIC) by submitting a cop-out. All haircut requests will be filed in the order received. Haircuts will normally be given on Saturdays between the hours of 12:30 p.m. and 3:30 p.m. Inmates must wait 30 days before requesting another haircut.

SHU LAW LIBRARY: The Special Housing Unit Law Library will normally be available for use between the hours of 5:00 p.m. and 8:45 p.m. Monday through Friday and 8:00 a.m. and 8:45 a.m. Saturday through Sunday. Inmates requesting to use the Law Library must submit a written request to the OIC. Inmates will ordinarily be permitted one hour each time he uses the Law Library.

SHU PERSONAL HYGIENE: Each inmate will ordinarily be afforded the opportunity to shower everyday in his cell. Each inmate will be afforded the opportunity to shave three times per week unless compelling security or safety reasons dictate otherwise. Razors will ordinarily be offered on Monday, Wednesday, and Friday. Only one razor per inmate is permitted, and will be returned to staff upon completion.

SHU TELEPHONE USAGE: Phone calls will ordinarily be scheduled on the Evening Watch shift during the week. Calls may be scheduled during the Day Watch or Evening Watch on weekends.

If a social call must be placed other than the times listed above the inmate will submit a written request to his assigned unit team for approval (this request will be given to Unit Team), and be supervised by the Unit Team. Legal calls are not included in the above limitations. All legal calls must be made through written inmate requests to his assigned Unit Team (the phone call will be given by the Unit Team).

SHU RECREATION: Recreation will be conducted each day Monday thru Friday. You are allowed 5 hours of recreation each week. Recreation will be conducted for 1 hour period. The Officer will come around for sign-up around 6:00 a.m. Any inmate wishing to sign-up will be at their cell door. Cell inspections will be conducted around 7:15 a.m. Any inmate wishing to go to recreation will have the cell window and desk cleared. No clotheslines, and their bed made.

SHU PERSONAL PROPERTY: Inmates in Administrative Detention/Disciplinary Segregation status will be authorized to retain only those items listed on the SHU Issued Property Form.

SHU FEEDING: All inmates will receive meals that are nutritionally adequate, ordinarily from the menu of the day for the institution.

SHU VISITING: Inmates may receive visits ordinarily in the institution visiting room. You may be required to sit in a designated area of the Visiting Room at the discretion of the Visiting Room staff.

SHU CORRESPONDENCE: Inmates may correspond through the mail. All outgoing mail will be collected by the evening watch SHU staff. The mail will be delivered to the Mail Room by the morning watch staff. All incoming mail will ordinarily be distributed by the evening watch SHU staff as soon as practical.

SHU CELL SEARCHES: Cell searches will be conducted by staff on a routine basis. You are responsible for any items of contraband found in your assigned cell.

RELEASE

SENTENCE COMPUTATION: The Correctional Systems Management Department, along with the Designation and Sentence Computation Center (DSCC), is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is prepared. Any questions about Good Time, Good Conduct Time, jail credit, parole eligibility, Full Term dates, release dates, or periods of supervision, are to be asked to your Case Manager or Correctional Systems Management staff.

FINES AND COST: In addition to jail time, the court may impose a committed or non-committed fine and/or cost. Committed fines require that the inmate stay in

prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Pauper's Oath). Non-committed fines have no condition of confined imprisonment based on non payment of fines or costs. Payments toward a non-committed fine are expected as a demonstration of your participation in the IFRP.

DETAINERS: Warrants (or certified copies of warrants) based on pending felony charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases.

Case management staff may give assistance to you in your efforts to dispose of detainers, either by having charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on the circumstances. State detainers may be processed under the procedures of the Interstate Agreement on Detainers Act (IAD). This agreement applies to all detainers based on pending felony charges which have been lodged against an inmate by a "Party" state. For you to use this procedure, the detainer must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney. Mississippi and Louisiana are not party states to the IAD. As such, outstanding felony charges from those states cannot be processed pursuant to the IAD.

GOOD CONDUCT TIME: This applies to inmates sentenced for offense behavior committed after November 1, 1987.

The Comprehensive Crime Control Act (CCCA) became law November 1, 1987. The two most significant changes in the sentencing statutes deal with Good Time and Parole issues. There are no provisions under the new law for parole. The only Good Time available will be 54 days per year Good Conduct Time (GCT). This may not be awarded until the end of the year. Once awarded it is vested and may not be forfeited. There is no Statutory Good Time (SGT) or Extra Good Time (EGT) for persons sentenced in accordance with the Comprehensive Crime Control Act and the Sentencing Reform Act of 1986.

**THE GOOD TIME DISCUSSIONS BELOW
DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

OVERVIEW OF GOOD TIME: Good Time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence. That is, it reduces the full-term date, if the offender is not paroled.

STATUTORY GOOD TIME: Under 18 USC 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, (SGT), computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Greater than 6 months but less than 1 year - 5 days for each month of the sentence imposed.

More than 1 year, less than 3 years - 6 days for each month of the sentence imposed.

At least 3 years, less than 5 years - 7 days for each month of the sentence imposed.

At least 5 years, less than 10 years 8 days for each month of the sentence imposed.

10 years or more - 10 days for each month of the sentence imposed.

At the beginning of a prisoner's sentence, the full amount of Statutory Good Time is credited. However, it is subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is five years or longer, 18 USC 4206 (d) requires the Parole Commission to release an offender after he has served two-thirds of the

sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules and regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the two-thirds date established by subtracting earned Extra Good Time from the sentence.

Statutory Good Time does not apply to Life Sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act (YCA). It applies to Split Sentence if the period cannot be part of a Split Sentence.

EXTRA GOOD TIME: The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of EGT award at a time (e.g., an inmate earning Industrial or Camp Good Time is not eligible for Meritorious Good Time), except that a Lump Sum Award may be given in addition to another Extra Good Time Award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold Extra Good Time.

EGT is awarded at a rate of three days per month during the first 12 months, and at the rate of five days per month thereafter.

An inmate committed for Civil Contempt is not entitled to EGT deductions while serving the Civil Contempt Sentence.

PAROLE: Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his Full Term. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (Exceptions: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years).

If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Correctional Counselor prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission File and the inmate's Central File. The application for a Parole Hearing must be completed 60 days prior to the first day of the month in which such visit of the commission occurs. The Parole Board will conduct hearings at FCI Allenwood, on a regularly scheduled basis. Application to the Parole Commission for a hearing is the responsibility of the inmate. The Case Manager will provide the application form to the inmate.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the Hearing Examiner. The recommendations of the Hearing Examiners will be reviewed and finalized by the Regional Parole Commissioner. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action" (NOA). This decision may be appealed. Forms for appeal may be obtained from your Case Manager. If granted a Presumptive Parole Date (a parole date more than six (6) months following the hearing), a pre-release Parole Progress Report will be sent to the Parole Commission eight (8) months before the Parole date.

Statutory Interim Hearings will be scheduled the 18th or 24th month following the initial hearing. When a Statutory Interim Hearing is scheduled for a time subsequent to a presumptive parole record review, the Statutory Interim Hearing will be canceled if the record review results in a parole effective date.

The inmate must have a release plan approved by the United States Probation Officer and a Parole Certificate prior to being released on parole. Parole may be granted to a detainer.

RELEASE PLANNING: If granted parole by the United States Parole Commission, the Commission will require an approved Parole Plan prior to release. An approved Parole Plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. Residence must be at a reputable establishment which can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed Parole Plan is thoroughly investigated and approved by the U.S. Probation Officer.

The Parole Plan is part of the material which is submitted in connection with the Parole Hearing. The Unit Team submits the inmate's Release Plan to the Probation Officer approximately three to six months before the scheduled parole date. Start preparing for your release now. It is your responsibility to develop and submit your Release Plan. Do not wait until the last minute to prepare.

RESIDENTIAL REENTRY CENTER (RRC) TRANSFERS: Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to a RRC.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the United States Courts, other federal agencies, state and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator. Community programs have three major emphasis, residential, community-based programs, provided by RRCs and local detention facilities; programs that provide intensive non-residential supervision to offenders in the community; and programs that board juveniles and adult offenders in contract correctional facilities.

IMMIGRATION HEARING PROGRAM (IHP):—

The IHP is a cooperative effort of the Bureau of Prisons, the Bureau of Immigration and Custom Enforcement, and the Executive Office for Immigration Review. The IHP is designed to provide deportation proceedings for a non-U.S. citizen in Bureau of Prison's custody while the inmate is still serving his/her sentence.

FCI Allenwood, is designated as an IHP Hearing Site and IHP Release Site for the IHP. All inmate requests concerning the IHP should be delivered to the inmate's specific Unit Team. The Unit Team will forward all requests to Immigration Officials for response.

CONCLUSION

Hopefully, this information will assist you in your first days in federal custody. Feel free to ask any staff member for assistance; particularly the Unit Team. If you are not yet in custody and have been given this publication to prepare for commitment, the Bureau's Community Corrections Manager or staff at the institution can help clarify any concerns.

I encourage you to utilize the information contained in this handbook as a guide during your daily institutional life. Additionally, I encourage you to capitalize on the many opportunities which are available to you to make positive changes in your life. As was previously stated: START PREPARING FOR RELEASE NOW.

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE GREATEST CATEGORY]

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	C. Disciplinary Transfer (recommend).
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	D. Disciplinary segregation (up to 30 days). E. Make monetary restitution.
209	Adulteration of any food or drink	F. Withhold statutory good time]
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS	
212	Engaging in, or encouraging a group demonstration	G.	Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H.	Change housing (quarters)
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol into BOP facility	J.	Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K.	Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L.	Confiscate contraband
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	M.	Restrict to quarters]
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)		

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.	

TABLE 3 (Cont'd)
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	
306	Refusing to work, or to accept a program assignment	
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
		C. Disciplinary Transfer (recommend).
		D. Disciplinary segregation (up to 15 days).
		E. Make monetary restitution.
308	Violating a condition of a furlough	F. Withhold statutory good time.]
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS	
313	Lying or providing a false statement to a staff member.	G.	Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
		J.	Loss of job.
315	Participating in an unauthorized meeting or gathering	K.	Impound inmate's personal property.
316	Being in an unauthorized area	L.	Confiscate contraband.
317	Failure to follow safety or sanitation regulations	M.	Restrict to quarters.
		N.	Extra duty.]
318	Using any equipment or machinery which is not specifically authorized		
319	Using any equipment or machinery contrary to instructions or posted safety standards		
320	Failing to stand count		
321	Interfering with the taking of count		
324	Gambling		
325	Preparing or conducting a gambling pool		
326	Possession of gambling paraphernalia		
327	Unauthorized contacts with the public		
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization		

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature</u>). This charge is to be used only when another charge of moderate severity is not applicable.	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
* 406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	E. Make monetary restitution.
* 410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	F. Withhold statutory good time.
		G. Loss of privileges: commissary, movies, recreation, etc.
		H. Change housing (quarters).
		I. Remove from program and/or group activity.]

[TABLE 3 (Cont'd)
LOW MODERATE CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS	
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	J.	Loss of job.
		K.	Impound inmate's personal property.
		L.	Confiscate contraband.
		M.	Restrict to quarters.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	N.	Extra duty.
		O.	Reprimand.
		P.	Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.		

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

CHAPTER 3

INMATE RIGHTS AND RESPONSIBILITIES §541.12

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.]
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

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| 9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. | 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material. |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. | 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |
| 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family. | 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.] |

CONSULATES

BRITISH

British Consulate-General
845 Third Avenue
New York, NY 10022

CANADA

Canadian Consulate General
1251 Avenue of the Americas
Concourse Level
New York, NY 10020-1175

COLOMBIA

Consulado General De Colombia
10 East 46h Street
New York, NY 10017

GERMAN

Consulate General of the Federal Republic of Germany
871 United Nations Plaza
New York, NY 10017

MEXICO

27 East 39th Street
New York, NY 33126

111 South Independence Mall East
The Bourse Building
Suite 310
Philadelphia, PA 19106

NETHERLANDS

Consulate General of the Netherlands
One Rockefeller Plaza, 11th Floor
New York, NY 10020-0294

****IF YOU CONSULATE IS NOT LISTED ABOVE, PLEASE SEE YOUR CASE MANAGER OR A MEMBER OF YOUR UNIT TEAM**

Consulate list updated 2/2009